



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

GIFT RECEIVING POLICY



1.0 POLICY PURPOSE

The purpose of this policy is to ensure staff members are representing the school standards of conduct in relation to students, parents, other individuals or organizational entities and practice equal treatment to all.

2.0 GENERAL STATEMENT OF THE POLICY

This policy consists of the procedures that should be implemented by staff members in regards with receiving gifts. Gift is defined as a money, personal property, service, loan, promise of future employment, products, or anything that is given without money of equal or greater value being received in return.

3.0 POLICY PROCEDURES

- 3.1 The School is implementing **no gift** policy, which means, no staff member is allowed to accept any gift from a student, parent, other individuals or business entity (currently doing business with the school or seeking to do business with school in the future).
- 3.2 The policy is applying **on gifts** received by the employee inside or outside school premises during or after school's working hours.
- 3.3 A violation of this policy occurs when amongst other instances any employee solicits, accepts, receiving either by direct or indirect means, a gift from a student, parent, other individual or organization entity.
- 3.4 Exemptions:
 - 3.4.1 Cards or any written forms of appreciations provided by students.
 - 3.4.2 Giveaways that an employee obtain while attending an event such as: pens, cups, etc.
 - 3.4.3 Gifts received from other staff members or friends.
- 3.5 If any employee by any mean was in a position of receiving a gift, then the following processes should be adopted:
 - 3.5.1 Employee should directly inform his superior, and hence his/her superior should handed the gift to the administration department.
 - 3.5.2 High value gifts should be returned to the provider by the administration, however if it is not possible/applicable to return the gift, it should be donated to a charity organization by the administration.
 - Flowers or plants should be displayed in the school reception.
 - Foods and drinks should be distributed among staff members.

- Gifts offered by suppliers with the purchase of goods such as promotion products, should be considered as school property.
- Any other gift items should be considered as school property