

Business transactions with existing or potential third party vendors (suppliers, contractors, etc.) and parents of students must be conducted in a conservative manner so as to avoid any perceived bribe or improper inducement. Strict standards are expected regarding the acceptance of gifts or favors from third party vendors, parents of students, and others associated with faculty and staff through a professional relationship. In order for a diocesan – Saint Mary’s School employee to accept gifts/favors, they must be:

- a. Limited in value (under \$25.00) such as calendars, books, or an invitation to a meal;
- b. Perishable items, such as gifts given during holidays, i.e., hams, cookies, nuts, etc.;
- c. Day outings, such as golf or fishing, or tickets to events, such as sports or fundraisers, with the approval of the Principal;
- d. Of such a nature that public disclosure of the gift would not embarrass the Diocese or School.

Under most circumstances, it is not permissible to accept gifts of cash or cash equivalents. Supervisors should not accept gifts from the individuals under their supervision unless the gift is of limited value.

The Parent-Teacher organization of Saint Mary’s School may fundraise, including the solicitation of direct donations, for the purpose of expressing gratitude and recognition of appreciation of faculty and staff, provided:

- a. The donations are clearly voluntary, without consequences or benefits from participation;
- b. Donations are for the benefit of all faculty and staff with a clearly stated distribution plan;
- c. The funds are collected and accounted for per Diocesan financial policies and School procedures;
- d. Distribution of the funds to employees is made following standard payroll procedures

This policy is made in conformity with section IX. Employee Conduct: Section A. Diocesan Code of Ethics as found in *Called to Work in Harmony, Personnel Policies for Lay and Religious Employees -Seventh Edition*. Revisions to Section A supersede this policy with concurrent revisions assumed.