

Operating Guidelines

Section: Human Resources

Subject: Acceptance of Favours

Policy #: 317

Date Issued: March 12, 2016

Date Revised: October 3, 2017

Procedure

317.1

Any member of the Fire Department shall not demand, accept, agree to accept or offer, directly or indirectly, gifts, discounts, loans, services or benefits from a person, business, corporation, etc. having business dealings with the Department or the Town. This guideline also applies to parties that are involved in an investigation by the Fire Department.

This policy is not intended to limit the ability of the Department and Town to accept discounts, services or benefits that, in the judgment of the CAO are not a conflict of interest.

317.2

When a Firefighter is offered a gift, discount, loan, hospitality, etc., that meets these criteria; they must inform the Fire Chief immediately.

317.3

The Fire Chief, in his/her judgment, must determine if the offer warrants further action, up to and including informing the CAO of the offer, if appropriate.

Responsibility

It is the responsibility of all Officers and Firefighters to follow these policies and procedures regarding conflict of interest.