

Gifts and Benefits Scheme

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The Gifts and Benefits Scheme is an elaboration of article 1.15 of the cao-NU.

Sometimes an employee finds himself in a situation where a business relation wants to offer him something. This can be a bottle of wine, an invitation to dinner or a ticket to an event. The donor wants to thank the employee, to improve the relationship, to influence him or her or perhaps to ask for a quid pro quo. There are therefore integrity risks associated with the acceptance of gifts by employees.

Therefore, a gift should not be accepted just like that, and sometimes not at all. The key point is that the employee must guarantee his or her independence.

Under certain circumstances, the acceptance of a gift is permissible. In doing so, the following (procedural) principles must be taken into account.

- If employees are offered a gift or a service of substantial size*, they must always report this to their manager.
- The manager makes a decision on the basis of the following criteria, in which the context concerning the offering of the gift or service in particular plays a role:
 1. For which purpose something is given;
 2. The time when an offer is being made; it is not admissible before a contract is awarded;
 3. The gift or service is in the right proportion to the performance delivered (proportionality and reasonableness requirement);
 4. What is the gift. Lunches and dinners within the framework of networks are in principle permitted, at the discretion of the manager. Travel and excursions as gifts will not be accepted;
 5. There is a risk that a counter-performance will be required;
 6. It will be treated in an open manner. Openness and transparency are essential;
 7. It is an incidental case or the person concerned is more likely to receive something from the same relationship;
 8. Are there any other employees in the service or department who (regularly) receive a gift or service from the same relationship; and
 9. What is the value of the gift or service?
- The following criteria apply to the acceptance of gifts or services:
 1. A substantial gift or service* may only be accepted with the approval of the manager;
 2. Gifts may never be received at the home address; suppliers are informed of this by letter, if necessary;
 3. Gifts that cannot be accepted must be refused or returned;
 4. Invitations are always discussed with the supervisor or in the work consultation. In this way, it can be determined in all openness whether an invitation can be accepted.

* Indicative for "substantial" is a value of 50 euro.