

**Gloria Rodgers**

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**From:** Louise Wagner  
**Sent:** Monday, 15 December 2014 11:05 AM  
**To:** \_CIS All Staff; \_CIS External Project Managers; \_CIS BJC Services Staff  
**Subject:** University Policy on Gifts and Entertainment

A timely reminder as we approach the festive season on the University's policy on gifts and entertainment. Section 8 of the Code of conduct stipulates that:

*"A staff member or affiliate who is in a position in the course of their University work to confer a benefit on a third party must not accept a gift from that party."*

The Director has reiterated that all CIS staff cannot accept gifts and entertainment of **any value** from providers of goods and services to the University.

Regards,

LOUISE WAGNER | Executive Officer  
Campus Infrastructure & Services

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