

ORTHODOX CHURCH IN AMERICA EMPLOYEE CORPORATE GIFT POLICY

Adopted at the Spring 2017 Metropolitan Council Meeting and Blessed by the Holy Synod at the Spring 2017 Meeting

PURPOSE AND SCOPE

The Orthodox Church in America, a religious corporation established under the laws of the State of New York, hereby establishes this uniform policy to inform church employees of the prohibitions established by the Holy Synod against soliciting or receiving corporate gifts. This policy has application to the employees of the Chancery Office of the Orthodox Church in America, exclusive of the employees of the Dioceses, Parishes, and Stavropegial Institutions of the Church. This policy shall not affect the authority of officers, agents, or employees of the Orthodox Church in America to accept gifts, donations, or bequests on behalf of the Church at large in furtherance of the religious and ecclesiastical purposes of the Orthodox Church in America.



DEFINITIONS

“A Thing of Value” shall include any gift, benefit, favor, service, gratuity, reward, promise, honoraria or other item of monetary value.

“*De Minimis*” is a value of twenty-five dollars (\$25) or less per occasion, and an aggregate of fifty dollars (\$50) or less in a single calendar year.

“Employees” include all permanent, part-time, temporary and contract employees, including volunteers, of the Orthodox Church in America.

POLICY

No Church Officer, Agent or Employee, nor any family member of a Church Officer, Agent or Employee, shall solicit or receive a thing of value in connection with their service to the Orthodox Church in America.

No person shall offer or give to a Church Officer, Agent or Employee, or to a family member of a Church Officer Agent or Employee, a thing of value for the purpose of influencing official Church action.

If a Church Officer, Agent or Employee is offered a thing of value governed by this policy, such offer shall be declined, with reference to this policy.

If a Church Officer, Agent or Employee receives a thing of value governed by this policy, the thing of value shall be returned, with reference to this policy.

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If an anonymous thing of value is received by a Church Officer, Agent, or Employee, the gift shall be delivered to the Metropolitan of the Orthodox Church in America, who shall then convey the thing of value to a charitable organization.

The Church Officers, Agents and Employees shall publish this policy to the public, vendors, contractors and others doing business with the Church.

All gifts to the Chancery, Officers and employees shall be recorded in the gift registry established by the Chancery office. This list is available to be audited by authorities within the Church.

EXCEPTIONS

A Church Officer, Agent or Employee may accept food items of *de minimis* value when such items are to be shared with the other Officers, Agents, or employees of the Church.

A Church Officer, Agent, or Employee may accept gifts of a religious character or significance which are customarily exchanged between or among officers, agents, or employees of religious bodies maintaining relations with the Orthodox Church in America.

A Church Officer, Agent or Employee may accept any item which may be displayed in public areas belonging to the Orthodox Church in America (such as flowers or religious art).

A Church Officer, Agent or Employee may accept handmade items from children under sixteen years of age.

This policy shall not preclude the payment of or reimbursement for actual and necessary transportation and lodging expenses for Church Officers, Agents or Employees engaged in Church business.