



CBE Employee Care Gifts Policy

Purpose

The College of Built Environments recognizes and appreciates the invaluable contributions, knowledge, and expertise of our staff and faculty. In alignment with this recognition, the college aims to convey sentiments of celebration or sympathy during various significant life events.

Definitions

Significant life events are categorized as follows:

- Celebratory occasions, including the birth or adoption of a child, marriage, or retirement.
- Sympathy occasions pertaining to the passing of a family member.
- Instances of employee illness necessitating hospitalization, long-term treatment, or recovery from a medical procedure.

CBE Policy

Gifts provided to employees under this policy will be non-cash items of minimal value, such as floral arrangements, fruit baskets, balloons, etc. The college has set a maximum expenditure limit for employee gifts funded by College resources, capped at \$120 (inclusive of tax and gratuity). All care gifts are to be procured using discretionary funds.

UW Policy

None

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CBE Contact: Shanna Sukol, HR Administrator