



Policy Name GIFTS TO STAFF AT AGAPÉ	Policy Number: 0926
	Effective Date: July 18, 2006
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Classification: Governance and Administration	Page No: Page 1 of 1

POLICY

At no time should a Manager, staff or volunteer accept personal gifts (monetary or non-monetary) from a resident and/or their family or from a donor that could create a conflict of interest or the appearance of a conflict of interest for the intended recipient.

RATIONALE FOR POLICY

Management, staff and volunteers, while acting for or on behalf of Agapé Hospice, are to conduct themselves in a manner that does not compromise their integrity or ability to adhere to The Salvation Army's and Agapé Hospice's Codes of Ethics.

Acceptance of favors, gifts, money or other such considerations might place the recipient in a compromising position that could be damaging to him/herself and/or to the reputation of Agapé Hospice.

PROCEDURE

1. If an employee or volunteer is offered a personal gift, please thank the family or resident for the gesture, but explain that we cannot accept personal gifts for doing our job well.
2. If the offering of a gift is made to the Hospice, please refer the giver to the Director of Finance or the Business Development and Communications Manager to ensure the appropriate placement of the gift and to ensure receipting is done, if applicable.
3. If families, friends or relatives are seen to be placing gifts (e.g. hanging pictures outside of rooms or placing furniture outside of the room), staff are encouraged to refer the individual(s) to the Director of Finance or to the Business Development and Communications Manager.
4. Gifts of wrapped snack food may be accepted by staff on behalf of the Hospice, ensuring the giver knows the food will be shared with all staff on site. The Food Services Coordinator who will ensure compliance with the requirements of the Health Inspector must receive food that is to be used by the kitchen.

CROSS-REFERENCE

Policy #0925 – Non-Monetary Gifts to Hospice
Policy #1601 – Witnessing of Documents.