

Gifts

POLICY: AC.ETH.01.24

Date: July 2002

Title: Gifts (replaces "Gifts/Benefits to Individuals From Outside Sources")

September 1999

Responsible to: President/CEO

**Purpose:**

To provide guidelines for acceptance of or the giving of gifts.

**Policy:**

Shepherd Center understands that donations or gifts given to the Center are an important part of our continued success; however the acceptance of gifts by employees could be a possible inducement for future favors and must be strictly controlled. It is further understood that certain gifts, such as pens, desk clocks and other inexpensive marketing materials are considered a part of business; however, again these types of gifts must be carefully controlled.

**NOTE: This policy does not pertain to actions between Shepherd Center or affiliates and its volunteers and employees nor actions among employees.**

**Providing Gifts**

**Definitions:**

**(Gifts)** are considered any non-business related items of value given to another individual or group for personal use not related to business relationships. Examples would be tickets to a Broadway play, golf clubs, clothing not related to Shepherd Center, wristwatches, etc.

**Procedure:**

1. Approved employees may provide nominal gifts that do not exceed a value of **\$50.00 PER YEAR, PER RECIPIENT.**

**GIFTS MUST NOT BE PROVIDED WITH THE PURPOSE OF IMPROPERLY INFLUENCING A RELATIONSHIP, BUSINESS OUTCOME, PATIENT ADMISSION, REFERRAL SOURCE OR POTENTIAL REFERRAL.**

2. Individual or group may not solicit for a personal gift.
3. Cash gifts or equivalents (checks, stocks, etc.) are strictly prohibited.

### **Accepting Gifts**

#### **Procedure:**

1. Employees may accept gifts of no more **THAN \$50.00 IN VALUE FROM ANY INDIVIDUAL OR ENTITY IN ANY CALENDAR YEAR**. Perishable or consumable gifts given to a department or specific group cannot exceed a value of \$50.00 per person.
2. Employees may never accept cash or equivalent (checks, stock, etc.)
3. Employees are strictly prohibited from ever soliciting gifts.
4. All inquiries or offers of gifts of a substantial nature (more than \$100.00) to the employee or group of employees by individuals or corporations for a general or specific purpose should be immediately directed to the Vice President of Development. Any employee must inform those offering or inquiring about giving gifts that the Development Office is responsible for overseeing all gifts and donations.
5. Any gift that would influence or even appear to influence an employee, group or department in the conduct of duties or responsibilities must be declined.
6. Any employee or group of employees found accepting gifts greater than the nominal value of \$50.00 or ever soliciting any gifts will be subject to progressive discipline up to termination.