

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Gifts

PROCEDURE NO: HR 700.08

REPLACES: PL8

PAGE(S): 1

PREPARED BY: Carol Jensen

DATE: 5/03

REVISED BY: Carol Jensen

DATE: 9/03

APPROVED BY: Ron Litwiller

DATE: 10/15/03

PURPOSE:

Staff may be placed in an awkward position when a gift is offered. The acceptance of gifts by staff can lead to the appearance that preferential treatment is given to residents who offer gifts. It is important to treat all residents the same and avoid the appearance of favoritism. The intent of this policy is to ensure consistent and fair treatment of employees by residents & families, and to avoid appearances of favoritism.

POLICY:

1. Employees shall not accept gifts or cash from residents, families, and others.
2. This policy is not intended to prevent employees from accepting a cup of coffee, flower, or a similar item from a resident or family member. An accepted item should be of little or no monetary value and should be accepted only when the employee and supervisor agree that refusal of the gift will hurt the resident's feelings.
3. Any employee who receives a gift of monetary value shall turn the gift in to his/her supervisor so that the gift may benefit all staff and/or residents.
4. Residents and families who wish to acknowledge and thank staff members are encouraged to thank them personally, send a note of appreciation to the employee and/or his/her supervisor, or to provide a gift to the facility or workgroup. An example of an appropriate gift may be a donation to the Employee Assistance Fund, flowers for the workgroup, or a box of candy to be shared by staff.
5. Gifts from vendors are the property of Mennonite Village. Employees may use small advertising gifts by vendors, such as calendars and pens.