

SELFHHELP COMMUNITY SERVICES, INC.		Policy #: 19
CORPORATE COMPLIANCE POLICY AND PROCEDURE MANUAL		Page 1 of 2
Subject: Gifts and Gratuities	Effective Date January 2006	Revision Date 02/2008 8/2023
Section: Corporate Compliance General		

POLICY:

In accordance with the Selfhelp Community Services, Inc. Code of Conduct, employees are not permitted to obtain any improper personal benefit by virtue of his/her employment at Selfhelp. It is recognized that vendors, clients and families often wish to show their appreciation for the care and services rendered by staff. The organization's policy requires that staff act in such a manner that vendors, clients and family members do not feel obligated to give the organization, program or its staff gifts or gratuities in order to assure that a client receives quality care.

PROCEDURE:

1. All employees of Selfhelp Community Services Inc are required to notify their immediate supervisor if he/she is offered a gift, payment, thing of value or in-kind gesture.
 - Employees may not ask or suggest that a client, or any other person on behalf of a client, should offer or give gifts or gratuities to any staff member;
 - Employees may not accept cash or currency of any kind, including but not limited to tips, from any source or individual.
 - Employee bonuses and/or gifts provided by the organization do not constitute gifts or gratuities;
 - Employees may not provide any gifts or gratuities to any government or public agency representatives.
 - Modest holiday gifts e.g. fruit baskets, are acceptable and are to be distributed for the benefit of all staff.

2. The supervisor, through the appropriate chain of command, notifies the Corporate Compliance Officer.
3. The vendor, client and/or family member will be notified of the organization's policy regarding gifts and gratuities.
4. Any employee or agent who accepts a gift or gratuity and does not report the action will be subject to disciplinary action, up to and including termination.
5. Vendors who offer gifts, payment, in-kind gestures or anything of greater than minimal value (pads, pens, etc.) directly to an employee of Selfhelp in order to benefit from a contractual agreement or for a "favor" or special service, of client referrals will not be considered for the contractual agreement and if already a contractor subject to termination of the agreement.