

	<b>Dimensions: Safety</b>	<b>HAO Standard: 3.2a</b>	<b>Policy: Safety #10</b>
	<b>Original Approval Date: April 21, 2003</b>	<b>Date Revised: February 2, 2009</b>	<b>Revision Approval Date: August 31, 2009</b>

**TOPIC:            GIFTS & GRATUITIES**

**POLICY STATEMENT:**

Volunteers/staff may accept only gifts that are either consumable, such as food or drink, or plants. Volunteers/staff must not accept gratuities that have a monetary or financial value.

**PROCEDURE:**

1. The Executive Director/delegate provides information about the gift and gratuity policy to the client/caregiver during initial assessment (Form 002).
2. If offered a gift, the volunteer/staff must review the NNPCN (N/PS) gift policy with the client/caregiver and either accept the gift if it meets policy requirements, or decline a gratuity.
3. Volunteers may, if so desired, give a token of appreciation, no more than \$25.00 in value, to client/caregiver.
4. Volunteers must advise their Team Leader and staff must advise the Executive Director/delegate of all gifts offered/received.

**REVISION HISTORY:**

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy