

ACCEPTANCE OF GIFTS BY STATE EMPLOYEES

7.19

Policy:

Employees of the Thomson-Hood Veterans Center will not accept personal gifts, borrow money, or solicit funds from residents or family members. This will prevent the appearance of favoritism and ensure that all residents are cared for in a fair and impartial manner.

Exceptions:

1. Gifts of food will be placed in a common area for all employees to share.
2. Cash donations designated for a specific unit will be deposited to THVC Donation Fund to purchase items for residents' use or enjoyment.
3. Employees are not permitted to borrow or solicit funds from residents.
4. Gifts to facility after the death of a resident are requested in the form of food for sharing or donations to the THVC Donation Fund.
5. Residents and/or legal representatives will be informed of policy upon admission.
6. For clarification of this policy, contact the Administrator or Assistant Administrator.

Original Date: March 20, 2002
Revised: February 25, 2004
Reviewed: June 1, 2008
Reviewed: March 1, 2010
Reviewed: October 1, 2011

Approved:

Valarie B. Kincaid, PT, CPM, LNHA
Administrator

Name: _____ Date: _____