

West Neighbourhood House	
Policy Title:	Acceptance of Gifts
Approved by:	West Neighbourhood House Board of Directors
Approval date:	May 2005
Revision dates:	November 2011 / January 2016 / / /

Policy Statement

Staff, students or volunteers personally will not request, borrow, receive free services or accept tangible gifts of any monetary value, such as but not limited to money, jewellery or clothing for personal use or benefit.

Applicability

- All Staff
- Students
- Volunteers

General Principles and Procedures

West Neighbourhood House is held accountable by its donors for the responsible use of their gifts to support its programs/services and mission. The situation is different when an individual or group offers a gift to a staff person, student or volunteer because doing so would create a perception of obligation and potential conflict of interest.

- Gifts must not be accepted from participants. While a gift may be a cultural expression of appreciation and gratitude, in some cases, a participant also may assume that a gift is necessary to assure access to services for themselves or family members. A gift can also be offered on the expectation of establishing a prior claim for future service or preferred status.
- Money may only be accepted on behalf of West Neighbourhood House and must be in exchange for a receipt. A charitable tax receipt will be provided on request. In all instances, the staff person must clearly inform the individual that it is their duty to provide equal access to all services as part of their job. The gift, while gratefully accepted or declined, will make no difference to this general value.
- Consumable items (food, non-alcoholic beverages, candies, cakes) may be accepted in the name of the program and must be shared openly with participants, students and other staff. Occasional meals may be accepted if there is an appropriate business reason. Acceptance of anything beyond an occasional meal must be reported to the supervisor of the program immediately.
- Gifts must not be accepted from suppliers, vendors, or contractors. Doing so may create an assumption that the gift will leverage or secure a long term business relationship. Gifts may be accepted on behalf of West Neighbourhood House or its

participants with the understanding that there is no obligation attached. Gifts that cannot be received with this understanding must be politely declined. If a tax receipt is requested the Resource Development Manager or designate must be consulted.

- If a staff person is informed that they have been named in a participant or volunteer's will by virtue of their participant/employee relationship, they must inform their Unit Director/Manager. The Unit Director/Manager will meet with the participant or volunteer (if possible) and suggest that they bequeath the gift to the West Neighbourhood House or the St. Christopher House Endowment. If a staff, student or volunteer disregards this policy and solicits or accepts personal gifts it will be cause for investigation which may lead to disciplinary action, up to and including termination, depending on the severity of the breach

Acknowledgement of Policy

I acknowledge that I have received and read the Acceptance of Gifts Policy and have had it explained to me.

I understand that it is my responsibility to abide by this policy and related policies of West Neighbourhood House as a condition of my employment and participation in West Neighbourhood House.

Date: _____

Name of Employee/Volunteer: _____

Signature: _____