

<b>West Neighbourhood House</b>	
Policy Title:	<b>Acceptance of Gifts</b>
Approved by:	West Neighbourhood House Board of Directors
Approval date:	May 2005
Revision dates:	November 2011 / January 2016 / November 2019 /

### **Policy Statement**

Staff, students or volunteers personally will not request, borrow, receive or accept free services or 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. Within this framework, West Neighbourhood House may accept donations from donors (“West Neighbourhood House donations”) 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 other than West Neighbourhood House donations 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.
- West Neighbourhood House may only accept West Neighbourhood House donations and a receipt must be provided. In all instances, the staff person, student or volunteer must clearly inform the individual that it is their duty to provide equal access to all services. 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, volunteers 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 other than West Neighbourhood House donations 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. West Neighbourhood House donations may be accepted on behalf of West Neighbourhood House or its participants with the understanding that there is no obligation attached. West Neighbourhood House donations that cannot be received with this understanding must be politely declined. If a tax receipt is requested for a non-monetary donation 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, including termination, depending on the severity of the breach

Please refer to the [Donations Policy](#) for more information.

## **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: \_\_\_\_\_