

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 / November 2019 / June 2024

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.

The Acceptance of Gifts Policy shall include but not be limited to consideration of the following policy: Donations

Applicability

- All Staff
- Students
- Volunteers

General Principles

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 can 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.

Consumable items (food, non-alcoholic beverages, candies, cakes) may be accepted but only in the name of the program and must be shared openly with participants, students, volunteers and other staff.

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. Occasional items for personal consumption may be accepted only if there is an appropriate business reason.

If a staff member is named in a participant or volunteer's will by virtue of the participant/employee relationship, that qualifies as a gift and the staff member must inform their Unit Director or Manager so that appropriate Procedures can be followed.

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.

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: _____