



Gifts, Gratuities and Bequests to staff Policy

Revised March 2013

Gifts, Gratuities and Bequests to staff

It is this organisation's policy that staff should not accept gifts, gratuities or bequests from Service Users, their family, relatives or friends.

1. Staff must explain politely to clients, family and friends that since it is their job to help them there is no question of them accepting gifts or gratuities for the care services given.
2. If the client, relative or friend is insistent upon offering such gifts or gratuities they should be politely but firmly directed at the Manager who will explain that it is the policy of the Wellbeing Residential Group not to accept such gifts, though the thought behind the gesture is much appreciated.
3. Exceptions to this rule may be made at certain times such as birthdays or Christmas where gifts are offered as a result of a collection made by the clients.
4. The same principle will apply to bequests made in client's wills. If a staff member has prior knowledge of a client's intention to make a bequest, then he/she should attempt to dissuade the client from doing so. Such instances must be recorded in the client's notes in the event that this request is ignored and the bequest is ultimately made . see 5. Below.
5. Should it transpire that a staff member is bequeathed a sum of money or a specific gift from the estate of a client, then the staff member should report it immediately to his/her immediate superior. If necessary, legal advice will be obtained on his/her behalf and where relevant any records that were previously made of the client being asked not to make such a bequest must be provided as mitigating evidence.