

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 4001

SUBJECT: GIFT GIVING AMONG EMPLOYEES

POLICY: Employees and volunteers shall not accept personal gifts from other individual staff or supervisory personnel. A group gift may be given for special occasions (weddings, baby showers, etc.) A celebration of birthdays is encouraged with a card and cake at the office.

PROCEDURES:

- 1) If an individual gift valued over twenty dollars is offered, the recipient must notify his immediate supervisor.
- 2) If the gift is offered by the staff's immediate supervisor, the recipient must notify the next person in the chain of command.
- 3) Any person who does not comply with this policy may be subject to disciplinary action.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 06/25/09