

# **Catholic Charities Diocese of Palm Beach, Inc.**

## **Policy and Procedures Manual**

No. of Policy 4002

**SUBJECT:** GIFTS FROM CLIENTS AND VENDORS

**POLICY:** A small, non-monetary token of appreciation may occasionally be accepted by staff.

**PROCEDURES:**

- 1) All gifts must be valued under twenty dollars
- 2) Staff and volunteers must inform his immediate supervisor of the gift.
- 3) If the gift is consumable, staff is encouraged to share the gift with all others in the office.
- 4) Failure to comply with this policy may result in disciplinary action.

**AUTHORIZED DATE:** 12/06/00

**REVISED DATE:** 06/25/09