

# LOMOND & ARGYLL ADVOCACY SERVICE

## Policy Manual

### GUIDELINES ON THE ACCEPTANCE OF GIFTS 2008

#### Introduction

The following guidelines are designed to assist staff and volunteers in dealing sensitively with gifts, given by users of the service including carers, families and relatives. At the same time they should also assist in protecting staff and volunteers from any suspicion of impropriety, in relation to gifts.

#### Gifts of Money

All gifts of money (e.g. cash, cheques etc) should be refused politely, and the option suggested of making a donation to the service, with appropriate advice given on how a donation can be made.

#### Non-monetary Gifts

- i Gifts of consumables (e.g. chocolates, tins of biscuits etc) can be accepted, and should be shared amongst staff and volunteers.
- ii Gifts of non-consumables (e.g. an ornament) can be accepted, if they can be used to improve the environment in the office. They should **not** be retained by the member of staff receiving the gift.
- iii Non-monetary gifts can only be accepted if their value is approximately below £15.00, and the circumstances of either (i) or (ii).
- iv If the requirements of (iii) are not met, then the gift should be politely refused, and the option suggested of donating the item to the service for a charitable event.
- v A benefit in kind, personally benefiting a member of staff, should be politely refused.

#### Personal Gifts From Non-Service Users

The above guidance applies to the circumstance where a gift is received from a user of the service, including carers, families and relatives. All personal gifts or benefits in kind, from non-service users, should be refused politely. This will protect staff, for example, from any accusation of inducement in relation to suppliers.

#### Additional Information

If in any doubt about a gift, the member of staff or volunteer should seek guidance from their line manager.

#### Review of Ceiling for Non-monetary Gifts

From time to time the ceiling value for non-monetary gifts will be reviewed.