

# THE CENTER FOR DISCOVERY

SUBJECT: Gift Acceptance

MANUAL: Corporate Compliance

SECTION: Section 1

## Purpose:

This policy serves to outline the Center for Discovery's policy regarding gift acceptance by agency employees.

This policy serves only to cover gifts or donations offered to individual employees of the agency; it does not address gifts or donations offered to the agency or to a particular program therein. All such offers should be directed to the Development Office for appropriate processing.

## Policy:

Employees and agents should not accept or provide benefits that could be seen as creating conflict between their personal interests and The Center's legitimate business interests. This includes accepting meals, gifts, refreshments, transportation, or entertainment provided or received in connection with the job.

Gifts and benefits to clinicians or referral sources are prohibited.

Employees and agents may never accept gifts of any kind from individuals or business entities who are in the process of competitive bidding for a contract with The Center for Discovery, or whose contracts are under review as to whether the contact should be continued.

Employees and agents may not solicit money, gifts, gratitude or any personal benefits or favors of any kind from providers, agents, or people we serve and their families.

Individuals, parents or vendors who wish to express their gratitude should be encouraged to make a donation to The Center or to a particular program, or to submit letters of recognition as the appropriate way to recognize an employee for exemplary service.

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