**Gifts to Staff**

There may be occasions where Customers or relatives of Customers wish to offer gifts to staff. This policy sets out the home’s position about action to be taken by staff who are offered gifts, or bequests in wills.

It is the policy of My Support and Care Services Ltd for its employees to politely refuse all offers of gifts and monies from Customers and / or their families.

This policy forms part of the contract of employment of each employee.

The policy is intended to protect staff from being placed in a compromising situations and it is

Intended to safeguard Customers from the potential of financial abuse from others.

Any breach of this policy by staff may result in disciplinary action.

Should a Customer or their relatives repeatedly offer gifts, this issue must be

addressed by the manager, who would advise staff of the appropriate action to take.

If you feel that politely turning down an offer of a gift is likely to cause offence or already has done so, then please refer the issue to the service manager for further advice and support.

If any member of staff is unclear about any part of this policy they should discuss it

with the manager.

This policy applies equally to all staff members and to members of their immediate family.

In any instance all offers of money or gifts must be reported to the service manager.