



ALTA CALIFORNIA REGIONAL CENTER PERSONNEL POLICY

Policy Number: 1101
Date: 12/15/2004

Policy

Any gift, favor, entertainment or gratuity from clients, their family members, vendors, or others, with whom we interact in carrying out our work duties, should not be expected, encouraged, or accepted. This applies equally to items of any size or value, even if nominal.

Intent

The intent of this policy is to uphold the core values of the agency with regard to fairness, equity and integrity in dealings with consumers, vendors, and others who may interact with this agency. This policy is intended to prevent any real or perceived conflicts of interest that may result from the acceptance of gifts.

Procedure

In the event that a gift, favor, entertainment or gratuity (hereafter referred to as "gift") is received by an employee of ACRC, it should be immediately reported by the employee to the employee's supervisor and Human Resources. The employee should provide the following information: the name of the person providing the gift, when the gift was received, and a description of the gift.

Human Resources will take possession of all gifts (except homemade food items as described below) for appropriate disposition, as follows:

1. All gift certificates, gift cards, or cash will be returned to the sender accompanied by an agency letter regarding the agency's gift policy.
2. Any other gift (with the exception of homemade food items) will be re-gifted for our clients or agency-wide projects, such as for holiday projects. The items that are donated to clients will be used to celebrate a client's birthday or help them in a time of need. The sender will receive an agency letter regarding the agency's gift policy and an explanation of the disposition of the gift.
3. All homemade food items, regardless of value or size, will be made available for distribution to the unit or all agency employees. Any employee receiving such a gift shall immediately report it to their supervisor and Human Resources, including the name of the person providing the gift, when the gift was received, and a description of the gift. Human Resources will send an agency letter regarding the agency's gift policy and disposition of the gift to the sender.