



November 6, 2006

RE: ALTA GIFT POLICY

Dear Service Provider:

With the holiday season fast approaching, we believed it prudent to revisit Alta California Regional Center's gift policy.

In the course of coordinating services for our consumers, Alta staff members build strong partnerships with vendors who provide the services. In the past, service providers have wanted to extend tokens of appreciation to Alta staff members with whom they have formed a close working relationship. However, it is necessary to remind you of Alta's gift policy, formalized last year (copy enclosed).

Your appreciation of Alta's staff members and their services is welcomed, however a thank-you card or letter of recognition is more appropriate than a gift. A simple note or letter conveys sincere and lasting appreciation and we encourage you to consider such as an alternative to any gift-giving this holiday season.

Please know that Alta staff members are very appreciative of your agency's dedication and devotion to the consumers whom we jointly serve.

Best wishes for a joyous holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Bonnet", is written over a large, light-colored circular stamp or watermark.

Phil Bonnet
Executive Director

Enclosure



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.