

Gifts, Wills and Bequests

This is a model. Review and amend according to your needs.

Policy

This policy has been prepared in order to ensure that all employees understand their personal duty and obligations in ensuring that neither they, nor the home, may legitimately face charges or allegations of malpractice or corruption in their conduct at work. Such safeguards may only be realised when employees conduct themselves, at all times, in an open, honest, and objective manner. Any failure to observe any aspect of this written policy may lead to disciplinary action which could also lead to dismissal.

Procedure

Solicitations – seeking gifts or favours

A solicitation is defined as any deliberate act which is committed against any resident, relative or other stakeholder in the business with the **intent of obtaining** money, gift(s), favours or any benefit, in return for or in relation to, any services provided by the home in the course of its business, and **such actions are substantially related to a self-interest**. Any employee who breaches this fundamental principle will be subject to disciplinary action which will, almost certainly, lead to summary dismissal.

Voluntary gifts

It is not uncommon for a resident, or someone closely connected to the resident, to offer some gift as a mark of appreciation for the high quality of care they have routinely received from the home.

At the same time, the taking of gifts or acceptance of substantial favours by employees from, for example, residents, or relatives can give rise to embarrassing situations and may be seen as an improper inducement to give some concession in return to the donor.

As such, it is the home's policy to discourage the practice of residents or relatives offering gifts to care workers, or others employed in the home, as this is not generally appropriate to the provision of professional care services. residents are made aware of this policy at the time service provision starts.

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