



GUIDANCE ON GIFTS

Standard Operating Procedure

SOP Title:

Standard Operating Procedure for the receipt and giving of gifts.

Document reference number	SIG1	Document developed by	Noelin Fox
Revision number	One	Document approved by	Board of directors, StepIn
Approval date	January, 2014	Responsibility for implementation	All StepIn staff and volunteers
Revision date	This guidance will be reviewed at least every 2 years. A change in relevant legislation, practice, service requirements or a serious incident will prompt an earlier review.	Responsibility for review and audit	Board of directors, StepIn

1. PURPOSE

The purpose of this Standard Operating Procedure is to have uniformity and consistency in relation to management of receipt of gifts by StepIn staff and volunteers. This SOP will assist StepIn staff, volunteers and board of directors to outline the procedure to be followed when working with network members who may gift them.

2. SCOPE

All frontline staff, paid and unpaid of StepIn.

Introduction

StepIn employees and volunteers do not expect gifts in return for the support they provide to members. Reward comes through supporting members to lead the lives they choose. However, we all appreciate a 'thank you' or receiving a card.

1. The general guideline is not to encourage the giving of presents by members to employees or volunteers, or from the employee or volunteer to members.

2. StepIn acknowledges that, in the course of an employee's or volunteer's role, members may want to give presents, for example, at Christmas, birthdays or holidays. Judgement needs to be exercised about whether to refuse a gift.

The employee's or volunteer's role is, deliberately, not a traditional one and it may sometimes be inappropriate to insist on a professional boundary which refuses all gifts. Small gifts may be acceptable under some circumstances.

However, you should seek support from your supervisor or line manager to determine what is appropriate.

3. Where an employee or volunteer believes acceptance of a gift is inappropriate, then the offer should be declined sensitively. It is suggested that the person is thanked genuinely for their kindness and generosity but explain that the employee or volunteer is guided to avoid accepting gifts, especially where they could be considered unwarranted or overly generous.

4. Gifts or money must not be offered to influence or bribe people.

5. Employees and volunteers may not accept money as a gift from

members.

6. Employees and volunteers may not accept gift tokens from members.

7. Employees and volunteers must declare all gifts which they accept to their line manager or supervisor. This must be recorded in supervision or review notes.

8. An employee or volunteer should also not routinely give presents to members. However, an employee or volunteer may feel it is appropriate to reciprocate in giving a present in a case where it was decided to accept one from the member.

9. In such a case, the gift should be an inexpensive one. Employees and volunteers should, as far as possible, treat all the Mmembers equally.

10. Employees and volunteers must not seek to become the beneficiaries of a member's will. Any suggestion that a member might make the employee or volunteer a beneficiary must be reported to the employee's or volunteer's line manager or supervisor.

Guidance on Gifts signed and dated

Signed: _____

StepIn Chairperson

Date: _____