



Dolphin Healthcare Services

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Business Gifts Policy and Procedure

Purpose

- To ensure that business gifts are controlled and accounted for and the Bribery Act 2010 complied with.

Scope

- All gifts and favours offered to workers.

Policy

- In general Dolphin Healthcare Services prohibits the giving and receiving of gifts and favours between employees and clients, Service Users and suppliers.
- Exceptions may include:
 - Occasional small, inexpensive expressions of appreciation for specific actions;
 - Special occasion (e.g. Christmas) presents from suppliers;
 - Promotional items from suppliers.
- But, all such gifts must be declared to the Registered Manager, and may be pooled for the benefit of all employees.
- Bequests under Wills of Service Users, or being a beneficiary of a past or present Service User's Will, are specifically barred.

Procedure

- All employees of Dolphin Healthcare Services must declare to the Manager any gift offered to or received by them from any source.
- Gifts from suppliers should be pooled for the benefit of all employees, but may only be accepted if the Registered Manager consider that they do not constitute a bribe.
- Gifts given to employees by Service Users must be recorded and monitored, as regular gifting can indicate unhealthy dependence. A decision about acceptance of such a gift must be made by the Registered Manager in order to ensure that they do not constitute a bribe.
- Any indication that an employee may be a beneficiary under a past or present Service User's Will must be reported immediately to the Registered Manager.