

Lifesong Hospice and Palliative Care

GRATUITIES AND GIFTS HR.G10

Regulation(s): None
L-Tag(s): None

POLICY: Lifesong Hospice and Palliative Care employees, including volunteers, do not accept gratuities from patients or their families, or friends.

PROCEDURE:

1. No employee or volunteer, under any circumstances, may solicit or accept tips from patients, their families, or friends for any service rendered by the employee/volunteer in the course of their duties. Solicitation of tips or gratuities is considered grounds for immediate termination of employment or dismissal of volunteers.
2. If a patient or family member wishes to show appreciation in the form of a gift of nominal value (candy, flowers, etc.) the gift should be presented to the entire team. No individual hospice employee is permitted to accept gifts or money from a patient, family member or other person receiving hospice services of the hospice. Non-monetary gifts over \$25 in value should be returned to the patient/family with an explanation that gifts to individual staff members/volunteers are not permitted.
3. If a monetary gift is received, the staff member/volunteer should explain to the patient/family that the gift will be shared with Lifesong Hospice and Palliative Care as a donation given in honor or memory of their loved one.

Created:	Reviewed:	Revised:	Effective:
6/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: