

# Gifts and Gratuities Policy

## Purpose

It is SOS Homecare's policy that the money and property of service users should be always protected.

This policy is intended to set out the values and principles underpinning SOS Homecare's approach to gifts and gratuities.

## Policy

### Gifts and Gratuities

All paid employees of SOS Homecare must abide to the Company standards and follow this policy. The receipt by any employee of any gifts or gratuities from service users, service providers or any source related to their employment should not exceed the value of £5. The lending, borrowing, buying or selling between the service user and care worker is also strictly forbidden. This includes:

- Acceptance of gifts or cash except at Christmas when staff are permitted to receive a gift not exceeding the value of £5, the Line Manager must be informed immediately.
- Borrowing or lending money or property
- Selling or buying from catalogues or store accounts for personal gain
- Buying or selling private services
- Taking responsibility for looking after any valuable on behalf of the service user
- Taking responsibility for looking after another family member
- Taking responsibility for the care of a pet away from service user's home.
- Personal use of the service user's property, for example, the telephone, store loyalty cards
- Involvement in gambling syndicates (National Lottery, Football Pools)
- Incurring a liability on behalf of the client.

Any employee involved in any of these practices will be subject to the company disciplinary procedure, which may lead to dismissal. Where gifts are offered, they should be refused explaining that it is against Company policy. If the care worker is pressurised into accepting gifts, he or she must immediately inform the branch manager.

### Signatories to Legal Documents

Employees of SOS Homecare are not permitted to act as Executor or Witness to a service user's Will. The handling of service user's finances as an appointee, agent, receiver or attorney is not part of the role of Company members. Where clients experience difficulties in managing their financial affairs and discuss this with the employee, this matter should be immediately referred to the Branch Manager who will inform the Local Authority.

Where the service user is privately funded, he or she must be advised by the office to consult a Solicitor to discuss financial affairs. If the service user is no longer able to make informed decisions the matter is referred by the Branch Manager to the Local Authority who will instigate a multi-disciplinary team meeting to make a best interest decision.

**Training**

All new staff must be instructed on the Company's Gifts and Gratuities Policy as part of their induction process. Existing staff should be encouraged to update their knowledge by regularly reviewing their Carers Handbook.

**Review**

This policy will be reviewed annually.