

Gift Acceptance

Policy

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to:

- Maintain the highest level of business ethics and integrity in all relationships;
- Avoid conflict of interest, and/or the appearance of conflict of interest; and
- Not accept or solicit anything of value as related to employment at CFBHN.

No CFBHN employee, nor a member of his/her family, is to personally benefit or receive anything of value from a vendor, supplier, and/or Network Service Provider (NSP).

Purpose

The purpose of this policy is to provide guidelines to employees in accepting or soliciting gifts from current and/potential vendors, NSPs and/or suppliers.

Procedure

1. CFBHN has a no-gift policy.
 - A. Employees are *NOT* to solicit or accept gifts, money or gratuities of any kind that are offered by current and/or potential vendors, suppliers and NSPs.
 - B. This includes the solicitation or acceptance of gifts on or off of work premises. The no-gift policy includes product discounts, food, beverages, meals and entertainment.
2. Gift policy exceptions:
 - A. Product discounts, food, beverages, meals and entertainment when offered to all employees and approved by senior management.
 - B. Vendor and NSP sponsored meals, refreshments and items offered to all attendees at conferences and public events.
 - C. Reasonably-priced entertainment and meals when the event is attended by current business associates, vendors, and/or NSPs and when the purpose of the event is to develop positive business relationships.
 - D. Moderately-priced meals and refreshments provided as part of a working meeting that promotes shared business interests.
 - E. Refreshments available as a courtesy to all visitors.
3. Gifts provided to an employee or department.
 - A. Employees/departments may receive gifts and/or tickets to events from vendors and suppliers (examples include: candy during the holidays, sponsorship to a conference, gifts cards, etc.).
 - B. When possible, items are to be shared with all staff at the worksite.
 - C. If the gift cannot be shared with all staff, Human Resources determines the most appropriate method to utilize the gift. Methods may include donating to a not-for-profit, raffle the gift to employees, or other appropriate method.

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4. CFBHN Standards of Business Conduct require all employees to exercise sensible judgment in every aspect of work that is performed, and when issues/questions arise, to discuss them with CFBHN management before taking action. If questions arise, the employee is expected to contact their supervisor or the Human Resources Consultant for direction and clarification.
5. Gifts/donations from community members: When gifts/donations are offered to CFBHN, the Chief Financial Officer (CFO) and President/Chief Executive Officer (CEO) are to be notified to determine the most appropriate way to proceed.

Gift Acceptance	Date Issued: <u>09/05/14</u>
Approval:  Linda McKinnon, President/Chief Executive Officer	Last Revision: <u>11/03/2020</u>
	Review Date: <u>11/03/2020</u>