

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Tips and Gifts

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Revision Date:

Originating Department: Human Resources

Approved By:



Purpose:

To establish a policy regarding the acceptance of tips or gifts by employees. Tender Care is a for-profit company, and it needs to ensure it follows all regulations regarding gifts or donations.

Policy:

Individual employees may not accept money, personal gifts (other than small tokens of appreciation with nominal value- candy, flowers, etc.) or donations from patient families or any other person with whom the Company does business. If someone wishes to make a donation or gift to the Company, he/she should be referred to the Chief Executive Officer.

In the event a patient's family member or other individuals wish to provide a PPEC Site with a gift at Christmas or other times as an expression of appreciation, such gift should be brought to the attention of the Administrator and referred to the Chief Executive Officer, who will determine if accepting the gift would be in accordance with policy.