


<b>Category:</b>	Workplace	<b>INCA Community Services Personnel Policy</b> 
<b>Sub Category:</b>	Health and Safety	
<b>Effective Date:</b>	1982	
<b>Revised Date:</b>		
<b>Forms:</b>		
Responsible: All Employees		
<b>Gifts and Gratuities</b>		
<b>Purpose/Introduction</b>		
Employees, volunteers, members of an employee’s immediate family and board members are prohibited from accepting gifts, money and gratuities from persons in a position to benefit from an action of INCA..		
<b>Guidelines</b>		
<ul style="list-style-type: none"><li>• Program donations will be turned in to the bookkeeping department.</li></ul>		
<b>Definitions</b>		
Immediate family members are: Husband, Wife, Mother, Mother-in-law, Father, Father-in-law, Brother, Brother-in-law, Sister, Sister-in-law, Son, Son-in-law, Daughter, Daughter-in-law, Step Children, Step Parents, Step Brothers and Sisters and Grandchildren.		
<b>Dissemination of Policy</b>		
The policy will be made available to all employees through the agency’s website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.		