



POLICY TITLE: GRATUITIES

Former Policy Title:

POLICY PURPOSE:

To ensure that services rendered by employees within the employment context of Lancaster General Health (LG Health) are done so without the expectation of additional reward from sources other than payroll, and to guard LG Health against any conflict of interest.

POLICY STATEMENT:

It is the policy of LG Health that employees should not receive gratuities from patients, guests, vendors, or from any other person, for services rendered in the performance of duties while employed at LG Health.

APPLICABILITY/SCOPE/EXCLUSION:

All LG Health employees.

DEFINITIONS:

Gratuity: All gifts of cash or gifts other than cash, including material goods, discounted services, conferences and the like with more than a nominal value.

PROCEDURES:

1. Employees shall politely decline to accept any gifts of cash or items of more than a nominal value. Employees may accept gifts other than cash with a nominal value, which a patient or guest may offer as an expression of appreciation to an employee or a group of employees, such as flowers or candy.
2. Anyone who would like to contribute a cash gift or other gift to LG Health should receive a referral to the LG Health Foundation.
3. Employees shall report to their department head any offer by a customer or supplier of discounted or free services, conferences, or other items of more than a nominal value.

ROLES/RESPONSIBILITIES: N/A

APPENDICES: N/A

FORMS: N/A

REFERENCES: N/A