

HARBOR-UCLA MEDICAL CENTER

SUBJECT: GRATUITIES/GIFTS

POLICY NO. 126

PURPOSE:

To provide accurate information regarding the acceptance of gratuities and/or gifts within Harbor-UCLA Medical Center.

POLICY:

Harbor-UCLA Medical Center workforce members including students, volunteers and contractors (hospital personnel) are not to accept gratuities from patients or vendors as stated in County DHS Policy No. 740, "Outside Employment/Incompatible Activity, Conflict of Interest, State of California Conflict of Interest and Disclosure Code, and Dual Compensation".

PROCEDURE:

Hospital personnel are prohibited from:

- Accepting money, favors or other considerations for work they would be required or expected to perform in the regular course of their duties.
- Accepting gifts, gratuities or favors of any kind from patients or vendors.

Each Department Chair/Service Director is responsible for informing all workforce members (including students, volunteers and contractors) about this policy.

REFERENCE:

DHS Policy No. 740, Outside Employment/Incompatible Activity, Conflict of Interest, State of California Conflict of Interest and Disclosure Code, and Dual Compensation

EFFECTIVE DATE: 1/83

SUPERSEDES:

REVISED: 9/86, 9/89, 10/92, 2/96, 12/98, 9/04, 6/09, 4/17, 2/20

REVIEWED: 1/02, 9/04, 8/07, 4/10, 5/14, 4/17, 2/20

REVIEWED COMMITTEE: N/A

APPROVED BY:


 Kim McKenzie, RN, MSN, CPHQ
 Chief Executive Officer


 Anish Mahajan, MD
 Chief Medical Officer


 Nancy Blake, PhD, RN, NEA-BC, FAAN
 Chief Nursing Officer