



## ADMINISTRATIVE POLICY AND PROCEDURE

Page 1 of 1

**Subject:** GIFTS AND GRATUITIES

**Policy No.:** A256

Supersedes: July 8, 2013

Review Date: February 22, 2023

Origin Date: January 1, 1982

Revision Date:

### **POLICY:**

Employees and Volunteers are not to accept gifts from patients or vendors and other organizations based upon Department of Health Services (DHS) Policies Nos. 740 and 822.

These policies state that employees of DHS shall be prohibited from:

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

Each department head/program chief is responsible for informing their employees and volunteers about this policy.

### **REFERENCE:**

Department of Health Services, Policy No. 822

Department of Health Services, Policy No. 740

Los Angeles County Code Section 5.44.01

1999 Employee Evaluation and Discipline Guidelines, Section 5060, F:9

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Approved By: