



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **GIFTS AND GRATUITIES**

Policy No: **101.21**
Revision No.: **2**
Revision Date: **February 2000**
Page 1 of 1

I. **PURPOSE:**

To ensure the Finance Department staff is aware that gifts and gratuities are not to be accepted under any circumstance.

II. **POLICY:**

The policy states that employees of the Department of Health Services are 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.

The Finance Department operates under RLANRC Policy A256.

Cross Reference: DHS Policy #741 and #561

EFFECTIVE DATE: January 1, 1982

Reviewed: April 2003
Reviewed: August 2004
Reviewed: November 2005

APPROVED BY: