## GIFT POLICY

[Organization Name] is dedicated to providing support and recognition to its employees. There are many situations in which gift giving is the appropriate way to show this support or recognition. The purpose of this policy is to outline gift-giving guidelines for [Organization Name], so that giving is done in a fair and consistent manner, while keeping budget constraints in mind.

POLICY

At [Organization Name], we wish to recognize the important life events that our employees are experiencing. Some examples of life events that can be acknowledged with a gift might include: weddings, baby showers, retirement, or a death in an employee’s family or family circle.

While we wish to share in the life events of our fellow colleagues, [Organization Name] understands that gifts must be provided in appropriate amounts, so that all employees are treated equitably and in a way that minimises the possibile for hurt feelings or perceptions of conflicts of interest or favouritism.

Managers who become aware of a change in life circumstance that warrants a gift, should refer to the guidelines below when arranging gifts for their employees. This policy is to be applied equally to all employees.

Bereavement

When an employee experiences the death of a close family member, [Organization Name] will send flowers or a donation to the charity of choice, in the amounts indicated within the chart below. Allotted money may also be used to purchase a card for the bereaved employee.

| **Relationship with Employee** | **Amount of Gift** |
| --- | --- |
| Close family members: spouse, parent, child, sibling | Insert Amount LimitExample: $50 |
| Other family members, including: grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse, spouse of the employee's child, etc. | Insert Amount LimitExample: $25 |
| Family members, including: aunts, uncles, cousins, step-cousins, once-removed cousins, etc. | Insert Amount LimitExample: $10 or the purchase of a card to be signed by others |
| Close friend | Insert Amount Limit$10 or the purchase of a card to be signed by others |

When considering a charitable donation on behalf of the organization, Managers are to use their discretion. If they have any hesitation about whether the chosen charity is in line with the values of [Organization Name], they should speak to [Insert Name] to make a decision on whether an alternate method of recognition should be utilised.

Retirement

[Organization Name] wishes to honour and celebrate employees who are retiring and moving on to the next phase of their life. Gifts will be provided according to the employee’s length of service with [Organization Name].

| **Years of Service** | **Amount of Gift** |
| --- | --- |
| Less than 5 Years of Service | Insert Amount Limit Example: $15 |
| 5-10 Years of Service | Insert Amount Limit Example: $25 |
| 10-15 Years of Service  | Insert Amount Limit Example: $40 |
| 15-20 Years of Service  | Insert Amount Limit Example: $50 |
| More than 20 Years of Service | Insert Amount Limit Example: $50-100 |

Other Important Events

Additional life events that may occur should also be recognized and are listed below. The company is mindful that not all employees experience these types of life events. These gifts are meant to be a small token of recognition.

* A Community Award: $Insert Amount Example: $10
* Wedding: $Insert Amount Example: $25
* Baby Shower/First Baby: $Insert Amount Example: $20
* Additional Baby: $Insert Amount Example: $5
* Purchase of a Home: $Insert Amount Example: $15
* Birth of a Grandchild: $Insert Amount Example: $5
* Insert others that apply

If there is an event/situation that is not outlined above that an employee or manager feels should be recognized with a gift, they may bring it forward for consideration and a decision regarding the appropriate amount to be spent.

This policy is not intended to place a cap on employee celebrations in terms of employee or social committee contributions, but rather, the employer portion of money that is to be contributed.

Employees with any questions regarding this policy are asked to discuss them with management.

Managers who do not adhere to this policy by overspending or failing to recognize a staff member in a purposeful way may face corrective action.