

Adopted 6/04

**Subject: PERSONNEL POLICY #30  
GIFT GIVING**

**Public Gift Giving for personal events is prohibited at Choices In Community Living.**

Choices in Community Living strives to create a work environment that is inclusive and respectful. Public displays of gift giving, though meant as a show of support and appreciation for workplace friends and coworkers, can leave some employees uncomfortable for many reasons.

**What are personal gifts?** Gifts that are not work-related. I.e. birthdays, baby showers, wedding anniversaries, engagements, and holiday centered gifts.

**Distribution.** The distributing of such gifts must be done privately and discreetly.

Gifts may not be given in the lunchroom or other areas of high visibility.

We encourage employees to share gifts after hours, during offsite meals, or any otherwise private setting.

Work-related recognition may be acknowledged (I.e. Admin Assistants Day). However, the sharing of these gifts must be done discreetly.

Management reserves the right to approve or disapprove seasonal gift giving activities on a case-by-case basis.