

Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies that are particularly relevant will be directly referenced.

Giving and Receiving Gifts and Buying and Selling Policy

This policy should be read in conjunction with the Employee and Friendship Policy.

Giving and Receiving Gifts and Buying and Selling Policy - What this means to Beyond Limits.

Beyond Limits recognises that the giving and receiving of gifts is a natural part of life. Beyond Limits understands the people we support may wish to give gifts to those who work with them, as may their family and friends and that we may wish to reciprocate. Further, we recognise that people we encounter, as part of our job, may also wish to give and receive gifts. While recognising and appreciating this, Beyond Limits understands we are paid to be in people's lives and as such hold a position of power and that we support people who may be vulnerable. To minimise the risk of any abuse of power and protect the people we support, Beyond Limits states the following:

- We should not assume we will receive gifts from any of the people we support
- The giving and receiving of gifts must be open and transparent
- We may not profit financially from the receipt of a gift from any of the people we support, their family or friends or a colleague

- We may not accept gifts of money
- We must inform our line manager of any gift received/given
- If the person we support buys/gives a gift to the person(s) working with him or her we would expect it to be reciprocated
- Exchange of gifts at Christmas or birthdays is as a rule more acceptable than regular gift giving for no specific reason unless stated otherwise in the person's Working Policy

Gifts from the people we support and/or their family and friends – We should consider the following:

- Is there any guidance within the person's Service Design or Working Policy that explains what happens around gifts in that service? If so, that should be followed
- If there is no specific guidance, we should seek support from our line manager. Small gifts around £10 in value might be appropriate; however, larger or more expensive gifts should not be accepted. If this occurs, we should work out with our line manager how to tactfully and respectfully refuse the gift.
- Any learning we gain from any situation should be written into the person's service Design and Working Policy.

If we wish to buy a gift for one of the people we support and/or their family or friends. We should consider the following:

- Find out what the person we support does around Christmas and birthdays. Discuss and agree with the Service Leader what should happen and make sure this is described in the Working Policy.
- If a decision needs to be made for the whole team, you should work out whether an individual or group gift is best and agree how it will be paid for. You should include your Service Leader in this discussion. You should make sure everyone in the team is happy with this.

Gifts from other Agencies we work with

- If we are given a gift from a work contact (e.g. Social Worker or employee from another organisation), we must inform our line manager as soon as possible. We should then have a discussion to ensure it cannot be seen as a bribe or incentive of any kind. If this is considered to be the case, our line manager will return the gift together with a letter of explanation. If it is decided the gift is a token gesture of appreciation and its value is low the gift may be accepted.
- Promotional gifts, such as gifts of stationery from salespeople are exempt from the above but must be shared out across the team fairly.

Buying and Selling at Work

- If you, or any person connected to you has a business or hobby which involves the selling of goods or services, these may not be traded within the workplace, including the homes of the people we support. Further, you, or any person connected to you, may not sell goods or services to any of the people we support
- You may sell or trade goods or services to your work colleagues but only if outside work hours. This will be regarded as a private matter and any difficulties arising must not affect the working environment.
- The people we support may offer services in connection to their employment (e.g. car washing or grass cutting) to us, employees of Beyond Limits. This can be accepted but should be agreed with the Service Leader. The Service Leader will discuss with the Care Manager and make sure the right agreements are in place to support the dignity and status of the person being supported.