



November 1, 2022

To: Residents, Family Members and Team Members of St. Paul's

Ref: Christmas Gifts and Gratuities

Greetings:

As Christmas approaches, I'd like to take this opportunity to review our policy on gifts and gratuities.

While residents, clients and family members often wish to show their appreciation for the care and services rendered by St. Paul's staff, St. Paul's must ensure that residents, clients and family members do not feel obligated to give St. Paul's or its staff gifts or gratuities in order to assure a resident or client receives quality care. In order to comply with this policy St. Paul's has set forth the following guidelines:

1. Employees may not ask or suggest that a resident or client, or any person acting on behalf of a resident or client should offer or give gifts or gratuities to St. Paul's staff.
2. Employees may not accept cash or currency of any kind, including but not limited to tips from any source or individual. Employee bonuses and/or gifts provided by St. Paul's do not constitute gifts or gratuities.
3. Employees may only accept non-cash gifts that do not exceed \$10.00, and/or are shared by the whole staff. In order to be considered a non-cash gift, the gift cannot be converted to currency.

In light of this policy and these guidelines, if a resident or client, or someone acting on their behalf wishes to appreciate staff for services and care rendered please suggest one of these options:

1. A non-cash gift of appreciation may be made to the entire staff of a neighborhood or department and used for a celebration or gathering such as a pizza party. A gift like this would be directed to the administrator or director of that neighborhood or department and he or she would arrange such a gathering.
2. A cash or non-cash gift of appreciation may be made to support the staff Christmas party which will be use to provide gifts for St. Paul's team members. This is a staff coordinated celebration.
3. A cash donation may be made to the Staff Education Fund, which is used to provide educational opportunities on a variety of topics throughout the year.
4. A cash gift of appreciation may be made to the "Staff Appreciation Fund." Gifts may be given to this fund throughout the year. This fund enables St. Paul's to recognize all team members. (i.e., to provide St. Paul's apparel, staff appreciation picnics, or gift cards for various occasions.) Gifts can be made in honor of a particular team member or group of team members if desired.
5. And finally, a Caring Heart is another wonderful way to show appreciation to staff. If a staff member does something that makes life a little better for you or someone that you know, please submit a Caring Heart and give us the opportunity to recognize that individual. The nomination form can be found on our St. Paul's website under the Staff Recognition tab OR stop and see any of our campus receptionists and they will print off the nomination form for you to complete.

We appreciate your support of this policy and these guidelines in order for us to remain compliant with regulations and our corporate compliance policies.

If you have any questions, please feel free to contact me directly.

Sincerely,

A handwritten signature in cursive script that reads "Chris Wright".

Chris Wright, President and CEO