



# Gift Acceptance Policy

## I. Purpose

This policy helps ensure that all Tabby's Place employees demonstrate our organization's commitment to treating impartially all people and organizations with whom we come into contact or conduct business. We do not want gifts to influence our decisions.

## II. Persons Concerned

This policy applies to all employees.

## III. Acceptance of Gifts

Employee acceptance of personal gifts from vendors, donors, volunteers, or the general public is limited to an estimated value of \$50 or less, to avoid gifts being used to influence decisions.

If someone is attempting to give an employee a gift that is larger in value than \$50, the employee should tell the person that the employee will check with Tabby's Place management regarding whether the gift can be accepted within the Tabby's Place policy or suggest that they make a donation to Tabby's Place instead.

Exceptions may be made only with the permission of the Executive Director.

## IV. Gift Policy Exceptions

Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other mementos that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event.

## V. Solicitation for Other Non-Profits

Tabby's Place does not allow solicitation for other non-profits or charities on Tabby's Place property or through Tabby's Place's social media. The only exceptions to this are for animal welfare organizations and emergency response organizations, with the approval of the Executive Director.