

The Snowflake Trust

GIFTS

From time to time *Guests* may wish to give gifts to *Staff* or *Volunteers*.

- Small gifts may be accepted particularly if they can be shared.
- The general rule is that all gifts should be shared with the team and the *Guest* should be told that this is the policy.

In any case all gifts should be reported to the *Community Coordinator* and recorded in the log book.

Any gift deemed to be too expensive or in some way inappropriate should be gently returned to the *Guest*.

Staff & *Volunteers* should not encourage *Guests* to give gifts.

DATE: May 2016

Review Date: May 2017 or earlier if required by experience