



Deaf Village Ireland Gifts & Bequeaths Policy

Approved at the Board of Management meeting on 4th May 2021

Deaf Village Ireland's GIFTS and BEQUEATHS POLICY

Deaf Village Ireland's (DVI's) Gifts and Bequeaths policy requires staff, management and volunteers to demonstrate the highest standards of ethics and conduct in relation to DVI'S clients.

No matter how well-meaning or well-intentioned a gift is, the potential exists for impropriety or the appearance of impropriety, to be present because of the existence and acceptance of the personal gift.

We recognise that some gifts, up to the value of €20, can be accepted with minimum oversight, subject to the terms outlined below; however, personal cash gifts to staff, management or a volunteer of any value are unacceptable in any circumstances.

For the purposes of this policy any gift of cash or a purchased item given directly to staff, management, or volunteers is considered a personal gift. Any cash or purchased item given to DVI is considered a donation.

Personal gifts should be actively discouraged:

- Deaf Village Ireland's staff, management and volunteers are not allowed to solicit (encourage) personal gifts from clients under any circumstances. The giving of personal gifts to staff, management or volunteers should be politely but firmly discouraged on the basis that it is policy "not to accept personal gifts".
- A client adding staff, management or a volunteer to their Last Will and Testament as a recipient is not acceptable and is considered a cash gift and must be reported to management. Bequests should not be left to staff due to their professional relationship.
- Purchased personal gifts from people or organisations other than clients are subject to management approval based on their financial value as set out below.
- Cash gifts of any value should not be accepted under any circumstances and will result in disciplinary action.
- If any person wishes to show their appreciation to staff, management, volunteers or the organisation the acceptable method is to donate to DVI; they should be directed to the Manager or Chairperson of DVI.

Declaring gifts:

- Staff and volunteers must report all gifts received regardless of value.
- All gifts must be approved by management.

- These gifts are added to a record of gifts received by staff and volunteers using the template in this document.

Purchased gift approval:

- Purchased gifts with a value of up to €20 may be accepted at the discretion of the staff's line manager and must be declared (for example box of chocolates, wine etc).
- Gifts with a value of over €20 and less than €100 must be approved by the line manager and the Chair of the Audit Subcommittee. This will be done by phone call with a follow up email to create a record of the discussion.
- Gifts with a value of over €100 up to a value of €500 will be considered by the Audit Subcommittee.
- Gifts with a value above €500 must come to the BoM's attention by the Audit Subcommittee.

Staff members may face disciplinary action in the following circumstances:

- Personal gifts are not reported.
- Staff have solicited (encouraged) personal gifts from service users.
- Staff are aware of unreported gifts and do not inform the line manager.
- Managers approve gifts above threshold value and do not liaise/report to the relevant Board member.

If service users, or others, wish to bequeath or donate to Deaf Village Ireland they should be directed to the manager or Chairperson of DVI.

Deaf Village Ireland Limited by Guarantee
Registered Charity No. 20101329
CHY. 21142

Gifts and Bequeaths Reporting Template	
Description Gift	
Value or estimated value	
Name of Donor	
Name of primary recipient	
Declaration by receiver that they did not solicit (encourage) a gift:	
Date Reported	
Decision	Return gift <input type="checkbox"/> Give the gift to the primary recipient <input type="checkbox"/> Use the gift internally <input type="checkbox"/> Refer Board for Decision <input type="checkbox"/>
Signed Management	
Signed Recipient	

Use the gift internally: Share the gift between staff members i.e. a box of chocolates or use for a raffle.