

Bequests, Legacies, Donations, Solicitations and Fundraising

1. Introduction

Providence Health Care's (PHC) charitable foundation gratefully accepts and acknowledges all external bequests, legacies and donations. There is no minimum requirement. The foundation supporting PHC is the St. Paul's Foundation.

1.1. Purpose

This policy addresses bequests, legacies, donations, solicitations, and fundraising at PHC.

1.2. Scope

This policy applies to all PHC [Staff](#).

2. Policy

PHC staff may not solicit or accept gifts, gratuities or other favours from patients, residents, families of patients or residents, visitors, or any person, business or organization that is doing, or seeks to do, business with PHC, unless:

- the gift has no more than nominal value (e.g. lunch or a box of chocolates);
- the gift is a normal exchange of hospitality or customary gesture of courtesy between persons doing business together;
- the gift is a normal presentation of gifts to persons participating in a public function, presentation, workshop, or conference;
- the gift is a normal exchange of gifts between friends.

All staff are expected to direct potential donors of bequests, legacies, and donations to the St. Paul's Foundation.

All external fundraising projects are managed by the St. Paul's Foundation.

3. Compliance

All staff members are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff members may warn others if they observe a violation of this policy. Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment, services or privileges.

4. Supporting Documents

4.1 Related Policies

[Conflict of Interest](#)

4.2 Guidelines/Procedures/Forms

- None

5. Definitions

“Staff” means all employees (including management and leadership), medical staff (including physicians, midwives, dentists), nurse practitioners, residents, fellows and trainees, health care professionals, students, volunteers, contractors, researchers and other service providers engaged by PHC

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	2	December 20, 2017		Shaf Hussain