

SHORE HEALTH SERVICES, INC. - ADMINIATRATIVE / COMPLIANCE

GIFTS, MEALS, AND OTHER CONSIDERATIONS

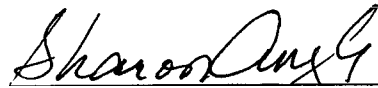
✓ Shore Memorial Hospital ✓ Shore Rehab Shore Life Care ✓ Shore Health Care at Home
✓ CMC ✓ MMC

Written: 2/99

Reviewed: 5/00, 5/01

Adopted by Board: 4/28/99

Board Reviewed: 5/31/00, 6/27/01



Compliance Officer

Policy: No employee of Shore Health Services, [Inc. is](#) permitted to solicit a gift, meal or other consideration for themselves, members of their families or anyone else from anyone with whom Shore Health Services has an actual or potential business relationship.

From time to time you may be offered a gift, meal or other consideration. You may also be in situations in which it is expected that you will offer a gift, meal, or other consideration. These are sensitive areas which Shore Health Services addresses through the following guidelines and other policies.

Guidelines:

1. Never accept anything for yourself, a family member or anyone else that might be viewed as actually or potentially influencing your objective judgement on behalf of Shore Health Services, Inc.
2. Never offer a gift, meal or other consideration that might be viewed as actually or potentially intended to influence the objective business judgement of anyone with whom Shore Health Services, Inc. does business.
3. Shore Health Services Inc. chooses its business partners on the basis of their merits and competes on the basis of its own competencies. Gifts and other considerations should be limited to modest displays of courtesy and respect for those with whom we do business.

4. Generally no employee should give or accept a gift, meal or other consideration exceeding \$100.00 in value.

5. If you are offered a gift, meal or consideration that does not conform to the policy for Shore Health Services, Inc. immediately notify your supervisor. Gifts will be donated to charity or returned to the giver, as appropriate.

6. Examples of gifts and other considerations that should not be accepted include any bribe, kickback or commission (except as by Shore Health Services, Inc. under Shore Health Services Inc. compensation practices), any loan or money, expensive gifts, clothing, excessive entertainment, entertainment not directly related to business, travel, discontinued products or services, subsidized social or athletic events, tickets to events, speaking fees, honoraria, consulting fees, or any other consideration exceeding \$100.00 in value. In some cases for example, as part of a Shore Health Service's sponsored sporting event considerations exceeding the limit may be accepted, but only with prior authorization.

Gifts Meals and Other Considerations: Government Officials and Employees

It may be illegal for government officials and employees to accept gifts or other considerations including meals and transportation even as a passenger in an automobile. Shore Health Services, Inc. does not permit the offering of any gift, meal or other consideration, no matter how small, to any government official or employee prohibited from accepting. Do not accept the official's or employee's representation to you, but confirm with your supervisor or an authorized Shore Health Service's official that the government official or employee is permitted to accept.

If you are uncertain about the appropriateness of any gift, meal or consideration, absolutely do not offer it.