

# FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI  
Issue 18-41 Date: 10/11/18

## GIFT-GIVING IN THE WORKPLACE

The Department encourages employees to practice equal treatment, unbiased professionalism, and non-discriminatory actions in all workplace activities, including gift-giving.

Gift-giving can boost morale and improve relationships; however, it is personal in nature and therefore, considered voluntary. For financial, religious, and personal reasons, each employee has the right to opt out of gift exchanges. Employees should not feel compelled to give or receive a gift, contribute a donation, or participate in similar activities.

If employees have any questions, they should consult with their office/program management on the appropriateness of any gift exchange.

This supplements the Department's [Human Resources Manual](#) and County's [Employee Handbook](#), Performance Expectations – Lobbyist Rules.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)