



80 Seymour Street
P.O.Box 5037
Hartford, CT. 06102-5037
860/545-5000

RE: Gifts Policy

To Whom It May Concern:

We wish to take this opportunity to acknowledge the valued relationships we've established with our vendors, business partners, and community providers. Our work together has resulted in the high quality of care that we provide each day to our patients and the communities we serve.

We are fortunate that our professional relationships are often ones of friendship, too. However, because all hospital relations are 'professional' in the eyes of the federal government, we'd like to remind you of Hartford Hospital's policy on the exchange of gifts and gratuities.

Hartford Hospital expressly prohibits its employees and agents from accepting gifts or favors that create, or may appear to create, an obligation on the part of the receiver. No gift may be accepted, however small, if it is given with an expectation that the receiver must return the favor.

Our policy is not directed to charitable donations and does not prohibit modest perishables such as candy or fruit baskets that can be shared and that do not cause, or appear to cause, preferential treatment or an obligation to the giver.

Donations in support of Hartford Hospital's educational activities may be made to the department's restricted education fund. Funds from this account may be used to further educational activities (i.e., engage speakers, rent locations, purchase food, etc.). However, meals (i.e., sandwiches, pizza, etc.) paid for by non-hospital employees and delivered to the hospital as part of an educational activity, celebration or for any other reason are not acceptable.

While we discourage offers of gifts whenever possible, acceptance of gifts is limited to one time per year from any individual or entity, as long as the gift's value is not more than \$50.00. Offers to employees of cash or cash equivalents (i.e., gift certificates, gift cards, etc.) are strictly prohibited. Please refer to Hartford Hospital's [Gifts, Gratuities and Business Courtesies Policy](#) for further information.

This policy conforms to Hartford Hospital's organizational values and ethical standards of behavior. We ask you to abide by the policy throughout your relationship with Hartford Hospital.

Your continued cooperation and support is the most valuable gift of all.

Sincerely,

Handwritten signature of Tom Marchozzi in black ink.

Tom Marchozzi
Vice President of Finance, CFO

Handwritten signature of Nickie Braxton in black ink.

Nickie Braxton
Corporate Compliance Officer