

MDI Gift & Hospitality Policy

MDI Organisation Contributions

MDI acknowledges that from time to time, expenses associated with specific personal events should be paid for by the organisation. Examples of appropriate occasions to recognise employees with organisation contributions include:

- Leaving & Retirement
- Wedding Present
- Birth of Child-Flowers
- Sick - Flowers

MDI Staff Contributions

Staff collections by the relevant team of which the employee is a member (Head Office, FSW or YRW) which take place do not oblige other teams to contribute to these collections.

Bereavement of Family Member of Staff

In the event of the death of a close family member, MDI will cover the cost of card, flowers and/or charity donation if specified up to a cost of €50.

Family member is defined as the following: child, spouse, family partner, a person to whom the staff is in loco parentis, brother or sister, parent or grandparent.

Gift Thresholds

MDI suggests gift values as follows

Leaving Gifts

- € 50 for employees working on fixed term contracts
- €150 for employees who have worked between 1 and 3 years in the organisation.
- €200 for employees who have worked between 3 and 5 years in the organisation
- € 250 for employees who have worked between 5 and 10 years in the organisation

Wedding Presents

- €100 for employees who have worked over 1 year in the organisation

Birth of Child/Maternity Leave

- Flowers only

Gift Examples

- Cash Gifts
- Gift Certificates
- Jewellery
- Flowers

Gifts will be purchased from Head Office except in the case of staff collections where it will be up to the relevant team.

MDI have agreed a policy that no Board Member or Staff members should accept gifts or hospitality from MDI Members or other third parties outside of the above guidelines.