



Bereavement Gift Guidance

Stepworks strives to support any team member who experiences the loss of a close family member.

Family members

- spouse, partner
- son, daughter
- son-in-law, daughter-in-law
- parent (or the person who assumed parental responsibilities during the team member's childhood)
- mother-in-law, father-in-law
- grandparent
- grandchild
- brother, sister

Process

1. Please notify our administrative specialist, Cathy Smith (cathy.smith@stepworks.com) when funeral arrangements are announced.
2. Stepworks will send bereavement gifts to the funeral home or the team member's home address.
3. Cathy will notify the team member's supervisor that bereavement gifts were sent.

Personal expressions of sympathy

If you also wish to send a personal expression of sympathy in the form of a handwritten note, we encourage you to do so.



Get Well Gift Guidance

Stepworks strives to support any team member who experiences a hospitalization for more than twenty-four hours.

Process

1. Please notify our administrative specialist, Cathy Smith (cathy.smith@stepworks.com) as soon as you discover a hospitalization.
2. Stepworks will send Get Well gifts to the hospital or the team member's home address.
3. Cathy will notify the team member's supervisor that Get Well gifts were sent.

Personal expressions of sympathy

If you also wish to send a personal expression of sympathy in the form of a handwritten note, we encourage you to do so.



Former Patient Honorary Guidance

Stepworks grieves the death of any former patient and strives to express sympathy and support to their families.

Process

1. Please notify our administrative specialist, Cathy Smith (cathy.smith@stepworks.com) when funeral arrangements are announced.
2. Stepworks will send bereavement gifts to the funeral home or the family's home address.
3. Cathy will notify the team member's supervisor that bereavement gifts were sent.

Personal expressions of sympathy

If you also wish to send a personal expression of sympathy in the form of a handwritten note, we encourage you to do so.