



## **Gifts & Hospitality Policy**

<b>Date:</b>	<b>28<sup>th</sup> February 2013</b>
<b>Reviewed:</b>	<b>Spring 2015</b>
<b>Date approved by Governing Body:</b>	<b>March 2015</b>
<b>Review Schedule:</b>	<b>Annual</b>
<b>Next review Date:</b>	<b>Spring 2016</b>
<b>Committee Responsibility:</b>	<b>Finance and Premises</b>
<b>Member of Staff Responsible:</b>	<b>College Manager</b>

Company Number 07564519  
A Company Limited by Guarantee  
Registered in England  
Clyst Vale Academy Trust, known as Clyst Vale Community College, is an exempt charity

## **Purpose**

This policy outlines the Academy's policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Academy.

The Academy is committed to ensuring that the governance of the Academy is conducted in accordance with the highest standards of integrity, probity and openness.

## **General Rules**

Academy staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the Finance Officer to be recorded in the Register of Gifts and Hospitality.

Governors and staff may accept the following gifts / hospitality without the need to seek the approval of the Academy or formally register receipt:

- Courtesy hospitality at business lunches / dinners or attendance in an official capacity at a public function;
- Incidental promotional gifts such as calendars, diaries or pens;
- Receipt of small items from suppliers, contractors, parents or carers as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25 and subject to a cumulative total of £250).
- NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. In cases of doubt members should consult the College Manager.

The following examples of gifts / hospitality require approval and to be formally recorded by the College Manager in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25)
- Promotional gifts worth in excess of £25
- Other offers of gifts/hospitality not falling into any of the above categories.

## **Unacceptable Gifts / Hospitality**

The following are examples of offers of gifts / hospitality which should be refused by staff:

- Gifts of money including cash alternatives e.g. gift cards/vouchers (not including donations to the Academy)
- Free membership or subscriptions (e.g. sports clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved by the Academy
- Free goods, services or equipment which are normally provided by a supplier to the Academy at a charge.

- Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Finance Officer.

### **Role of the Finance Officer in relation to the Gifts and Hospitality Policy**

- Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff is recorded in the Academy's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.