



The de Ferrers Trust

Gifts and Hospitality Policy

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GIFTS & HOSPITALITY POLICY

Purpose

This document sets out the procedure which all staff must follow when giving or receiving gifts and hospitality.

The policy applies to both full and part time staff, and those working for or on behalf of the Trust in any capacity (including Members, Directors, Local Governors, agency workers and contractors).

Policy Statement

It is your responsibility to ensure you are not placed in a position that risks, or appears to risk your role by accepting gifts or rewards from any organisation or individual with whom you have contact in the course of your work as an inducement either for doing something, or not doing something, in your official capacity.

You must declare all offers of gifts and hospitality made to or by you, regardless of the value, and regardless of whether these have been accepted or declined. Offers of gifts and hospitality may include items ranging from note books, wall charts, and chocolates to free IT equipment and event tickets. All items must be recorded.

Recording offers of Gifts and Hospitality

Declarations must be recorded on the Gifts & Hospitality Register (see Appendix 1). Individual registers will be maintained at each Academy by the Business/Office Manager (and the Senior Finance Officer for the central Trust team). The register will include the action taken with regard to the proposed gift/hospitality (e.g approved/declined/donated to charity/raffle prize).

Accepting offers of reasonable hospitality

Hospitality should only be accepted where it is deemed reasonable and appropriate and there is a genuine business reason linked to or on behalf of The de Ferrers Trust, for example:

- Working lunch of in inexpensive nature offered during a meeting
- Attending a free training course/conference
- Offers of tickets for sporting/cultural events.

Christmas gifts

It is likely that Academies will receive Christmas gifts from contractors or suppliers (alcohol, confectionary etc). These must be declared via the register and then pooled and a charity raffle offered to all staff.

Failure to comply with the policy

In all cases where gifts or hospitality have not been declared an investigation will be carried out which may result in disciplinary action.

