

GIFTS AND HOSPITALITY POLICY

1. INTRODUCTION

- 1.1 Members of staff or University Council may on occasion be offered gifts or hospitality as a gesture of goodwill or gratitude. There may be times when such gifts place staff in a difficult situation, and so this policy has been designed to provide guidance on what action should be taken.
- 1.2 Modest hospitality is an accepted courtesy of any business relationship. However staff should NOT accept any kind of gift or hospitality which might reasonably be seen to compromise their judgement or influence a business decision.

2. SCOPE

- 2.1 This policy applies to all employees and also to any third parties undertaking business on behalf of the University
- 2.2 The policy applies to all University activities undertaken in the UK or overseas

3. GIFTS

- 3.1 **Do not accept:** Gifts which may look as if they have been offered to compromise personal judgement. These would normally be high value items such as expensive hampers or tickets to premium social events, for example the FA Cup final or Wimbledon final tickets.
- 3.2 **Can be accepted, but should be shared with colleagues on a reasonable basis:** Some gifts and hospitality can be accepted where the value is more reasonable, such as bottles of wine, chocolates or books.
- 3.3 **Can be accepted and kept by the individual:** Gifts of a small intrinsic value can be kept by the individual such as pens, diaries, mugs or calendars.
- 3.4 Gifts in the form of money or vouchers are not to be accepted under any circumstances.
- 3.5 Gifts received should be recorded in a Hospitality Register, held locally by each School or Directorate. The register should contain basic details of the hospitality, the date(s) and the recipients. A template is provided in Annex A. The register should be available for inspection upon request from the Finance Directorate.
- 3.6 **Gifts from students:** The same principles outlined above must be considered if staff are offered gifts from students. Small tokens of appreciation, such as chocolates or wine may be accepted. Higher value items should be politely refused.

4. RECEIVING HOSPITALITY

- 4.1 Hospitality in the form of reasonable refreshments, such as working lunches or dinners are an accepted part of any business relationship. Excessive hospitality outside of the working context should not be accepted. Any hospitality that goes beyond working lunches or dinners should be recorded in the Hospitality Register.
- 4.2 The frequency and scale of any hospitality received should not be significantly greater than the University would be likely to provide in return.

5. PROVIDING HOSPITALITY

- 5.1 Meals and refreshments should be provided by the Commercial and Residential Services team, unless otherwise agreed for a specific event.
- 5.2 Alcohol will not normally be provided during the course of the working day.
- 5.3 Staff entertaining guests from outside the University at lunchtime are expected to use the University's catering facilities.
- 5.4 Refreshments provided to staff for working lunches are acceptable with the prior agreement of the relevant manager or budget holder.
- 5.5 Refreshments for staff during normal working hours, and not in connection with any formal meeting, are a personal expense and should not be paid for by the University.

6. FURTHER INFORMATION

- 6.1 If a member of staff suspects that a colleague is in receipt of excessive or inappropriate hospitality then this should be reported using the University Whistleblowing Policy
- 6.2 If further clarification is required then guidance should be sought from the Finance Directorate

7. RELATED POLICIES

- 7.1 Anti-Bribery Policy
- 7.2 Whistleblowing Policy
- 7.3 Conflicts of Interest Policy

8. DOCUMENT CONTROL INFORMATION

Document Name	Gifts and Hospitality Policy
Owner	Director of Finance
Version Number	V1.0
Equality Analysis Decision and Date	N/A
Approval Date	21/05/2019
Approved By	University Executive Committee
Date of Commencement	21/05/2019
Date of Last Review	21/05/2019
Date for Next Review	21/05/2022

Related University Policy Documents	
For Office Use – Keywords	

ANNEX A – HOSPITALITY REGISTER TEMPLATE

Date of Event	Organisation or Person offering Hospitality	Details of Proposed Event	Recipient	Authorised Signatory