



Gifts and Hospitality Policy

GIFTS AND HOSPITALITY - EMPLOYEE CODE OF CONDUCT

1. Staff should avoid even the suspicion of a conflict of interest. They must not give the impression that they have been or may be influenced by any gift, hospitality or other consideration to show favour or disfavour to any person or organisation while acting in an official capacity.
2. Employees must think carefully before accepting any gift and hospitality and inform their line manager if they are offered an expensive gift or significant hospitality.
3. It is acceptable to receive isolated and inexpensive gifts that are openly distributed by suppliers and/or contractors. These will usually incorporate the supplier's/contractor's logo. Employees who receive a large quantity of inexpensive gifts should consider refusing them or alternatively sharing them with colleagues.
4. The types of gifts which employees are likely to encounter and which may normally be accepted without disclosure include items such as;

Calendars, diaries, key rings, desk organisers, mugs, mouse mats, badges, ties/scarves, pens, coasters, umbrellas, commemorative books, and other items of work related stationery and equipment to be kept within the office.
5. It is also acceptable to receive other small value items (box of chocolates or a bottle) of a seasonal nature (e.g. at Christmas or Eid) if it is made clear to the offeror that it is accepted on behalf of the Section or Unit (and indeed, it is shared with other colleagues of that Section or Unit) or is to be donated to the Mayoress' Charity Fund. The receipt of the item should be declared to the Manager who will enter receipt of it and its ultimate recipient in the Gifts and Hospitality register.
6. The offer of hospitality (e.g. lunch) from a contractor or supplier may be accepted if it can be shown that there is a genuine need to discuss business, impart information or for the Council to be represented. The offer of such hospitality must be reported as soon as possible to the Manager who must complete an entry in the Register of all acceptances.
7. Offers to attend purely social or sporting functions must only be accepted where these form part of the community or where the Council should be seen to be represented. They must be properly authorised and recorded in advance by the Manager.
8. Expensive gifts and significant hospitality should be courteously but firmly refused and expensive gifts received should be returned. The Manager must be informed of the offer and refusal and an entry made in the Gifts and Hospitality Register.
9. Gifts and Hospitality Registers are maintained by each Service Manager and the Directorate. The Council's Monitoring Officer is responsible for monitoring and reviewing information in the Gifts and Hospitality Register and providing advice on the appropriateness of accepting expensive gifts and significant hospitality.