

# Hospitality Policy



*Believe, Succeed, Together*

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Date Reviewed	June 2016
Date Ratified by Governing Body	
Signature of Principal	
Signature of Chair of Governors	

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## **1.0 Introduction**

This policy seeks to protect Governors and members of staff from suspicion of dishonesty and ensure that they are free from any conflict of interest with respect to the acceptance of gifts, hospitality or any other inducement from or to the Academy's suppliers. It also seeks to ensure that there can be no criticism that unequal treatment has been given to suppliers involved in tendering processes through the acceptance of gifts or other benefits.

## **2.0 Definition**

### **2.1 Gifts**

Gifts are items given or received for which no payment or service was given or received in return.

### **2.2 Hospitality**

Hospitality can be defined as any food, drink, accommodation or entertainment provided free of charge or heavily discounted.

## **3.0 Procedure**

### **3.1 General**

Disclosure is required by any Governor or member of staff who is given or offered a gift or hospitality of any sort by a business contact. Disclosure must be immediate, using the Gift and Hospitality Form in Appendix A of this Policy. The acceptance of gifts and hospitality with a value in excess of £30 will require pre-approval by a member of the Academy's Senior Management Team. All forms will be retained in the Finance Office in the Gift and Hospitality Register and will be subject to periodic review by the Principal.

### **3.2 Receipt of Gifts**

Gifts with a value of less than £30 are not exempt from this policy and must be recorded. They may however be accepted without approval.

Approval must be sought prior to accepting gifts with a value in excess of £30.

Where a more valuable gift is offered from which the Academy in general might benefit, rather than the individual employee, acceptance will be at the discretion of the Principal.

Gifts linked to the procurement of goods must be treated with caution as these could be seen as accepting a bribe.

### **3.3 Receipt of Hospitality**

As with gifts, the receipt of modest hospitality is not exempt from this policy and must be recorded. Modest hospitality can be accepted without approval.

Approval must be sought prior to accepting hospitality with a value in excess of £30.

Recipients should take care not to allow themselves to be influenced or be perceived by others to have been influenced in making a business decision as a consequence of accepting hospitality.

### **3.4 Gifts and Hospitality to and from Pupils**

Given the nature of their professional responsibilities members of staff are strongly advised not to give gifts or hospitality to or receive gifts or hospitality from pupils during their period of study.

### **4.0 Register of Gifts and Hospitality**

Any Governor or member of staff who accepts an offer of a gift or hospitality must ensure that it is properly recorded. The following should be specified:

- Nature of gift/hospitality. In the case of a gift it should be specified whether it is a personal gift or a corporate gift accepted on behalf of the Academy.
- Value of gift/hospitality.
- Name of firm/individual concerned.
- Date gift/hospitality accepted.
- Name of Governor / member of staff.

The entry should be signed by the recipient of the gift or hospitality.

**Appendix A**

**Declaration of Receipt of Gift and Hospitality Form**

**Name of Governor or Member of Staff .....**

<b>Nature of Gift / Hospitality</b>	<b>State Whether Gift is a Personal or Corporate Gift</b>	<b>Value of Gift / Hospitality</b>	<b>Name of Firm / Individual Giving Gift / Hospitality</b>	<b>Date Gift / Hospitality Accepted</b>

I certify that the information given above is a true reflection of the gift / hospitality received.

Signed .....

Date .....