

# Eastwood Park Academy Trust (EPAT)

EPAT

Believe Succeed Together

## Gifts and Hospitality Policy

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## 1.0 Introduction

This policy seeks to protect Members, Trustees, Local Governors and employees 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 Trust's suppliers.

This policy should be read in conjunction with the Employee Code of Conduct Policy.

## 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 Member, Trustee, Local Governor or employee 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**. The acceptance of gifts and hospitality with a value in excess of £30 will require pre-approval by the Principal, in consultation with the CEO.

### 3.2 Receipt of Gifts

Gifts with a value of less than £30 are not exempt from this policy and must be recorded; they can, 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 Trust in general might benefit, rather than the individual, acceptance will be at the discretion of the Principal, in consultation with the CEO.

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; it can, however, 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.

## Appendix A - Declaration of Receipt of Gift or Hospitality Form

Name of Member, Trustee, Local Governor or employee \_\_\_\_\_

Nature of Gift or Hospitality	Personal or Trust Gift/Hospitality?	Value of Gift/Hospitality	Name of Individual/Company	Date Received

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

**THIS FORM SHOULD BE RETURNED TO THE FINANCE OFFICE**