



Early Learning and Childcare Centre

GIFTS AND HOSPITALITY POLICY

The expectation is that all Ferryfield staff and Committee Members will conduct themselves with integrity, impartiality and honesty at all times.

Staff should maintain high standards of propriety and professionalism. This includes avoiding laying themselves open to suspicion of dishonesty and not putting themselves in a position of conflict between their official duty and private interest. Staff should be aware that gifts and hospitality offered by contractors, suppliers, service users and others, might place an employee in a vulnerable position. Even when offered, and accepted, in innocence, others may misconstrue the intention behind such gifts. The purpose of this policy statement is to assist members of staff and the committee in this respect.

In the interests of openness and integrity, the Manager will provide a register of gifts and hospitality that staff members are expected to complete with the details of any and all gifts they receive. The purpose of the register is to protect individual members of staff of accusations of impropriety.

The guiding principles are:

- The conduct of an individual should not create suspicion of any conflict of interest between official duty and private interest.
- The action of individuals acting in an official capacity should not give the impression to any member of the public, to any organisation with whom they deal or to their colleagues, that they have been, or may have been, influenced by a benefit to show favour or disfavour to any person or organisation.

It is a disciplinary offence for a member of staff or the committee to accept any benefit as an inducement or reward that leads them in an official capacity to:

- take any action, or not to take action; or
- show favour, or disfavour, to anyone.

Any disciplinary action will be in accordance with Ferryfield's Disciplinary and Dismissal Policy and Procedure, a copy of which is available in the policy folder and upon request.

Receiving Gifts

- Individuals may accept modest gifts without reference to the Manager, as refusal could cause offence. However, it is prudent to decline more substantial or expensive offerings.
- The recipient of unsolicited gifts of a substantial nature from others should return them with a polite explanation that Ferryfield's rules do not allow their acceptance.
- The management committee may decide if it is appropriate for staff members to retain larger gifts or whether they should remain the property of Ferryfield.

- Alternatively, if Ferryfield does not wish to retain the gift, the management committee may arrange for the presentation of the gift to a local charity.
- Staff must record any accepted gifts in the record of gifts and hospitality book.
- Any queries about the contents of the register should be directed to the Manager.

Accepting Hospitality

There is an acceptance that a member of staff or the committee may sometimes receive conventional hospitality. This may also include a member of staff attending, in an official capacity, a social event organised by another body for promotional or influential purpose.

- In general, it may be necessary to decline offers of hospitality exceeding the norm of conventional hospitality. The following forms of hospitality, in particular, should be avoided:
 - Significant hospitality offered in substitution for fees for broadcasts, speeches, lectures or other work done.
 - Inducements that could lead to a contractual position between Ferryfield and a supplier, contractor or consultant.
 - Substantial offers of social functions, travel or accommodation.
 - Repeated acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source.
- Particular care should be taken when offered any form of hospitality or gift from a person or organisation that has, or is hoping to have, a contractual relationship with Ferryfield.
- If staff have any doubt about whether to accept hospitality offered they should refer the matter to the Manager.
- If, exceptionally, the Manager agrees that there are circumstances that justify exceeding the normal level of hospitality, there will be a record made.

Presenting Gifts and/or Providing Hospitality

As part of everyday work, there may be circumstances where it is appropriate to provide gifts or hospitality. Where this is deemed necessary, prior approval should be obtained from the Manager and a record should be made of the outcome.

Adopted by the Committee

Date

August 2016