Gifts & Hospitality

This policy sets out the Charity's stance on the acceptance of gifts and hospitality in accordance with the Bribery Act 2010.

Employees should be aware of the definitions of 'gift' and 'hospitality' given below, however, these are not exhaustive. Whether an item or offer constitutes a 'gift' or 'hospitality' may need to be discussed with the Manager on an individual basis.

Receiving gifts
The charity realises that the giving and receiving of gifts and hospitality where nothing is expected in return, in some cases, helps form positive relationships with third parties, and where it is proportionate and properly recorded. This does not constitute bribery and consequently such actions are not considered a breach of this policy.

Gifts include:

- Small amounts of money
- goods (flowers, vouchers, food, drink, event tickets when not used in a hosted business context)
- services or loans given or received as a mark of friendship or appreciation.

Gifts of a very low monetary value are permitted; acceptance of any other gift is not authorised.

Employees are advised to use their judgment on whether a gift would meet the definition of "appropriate". When considering this, employees should take into account the bearer of the gift and context in which it is offered. Employees who require clarification on the appropriateness of an offer must speak with the manager before accepting.

Offering gifts and hospitality
No gift should be given, nor hospitality offered by an employee, or anyone working on our behalf, to any party in connection with our business without receiving prior written approval from the Manager.

At no time will approval be granted to offer a gift or hospitality in the name of either Preschool. All gifts and/or hospitality must be offered to other parties in the name of the employee making the offer.