

## **Community Transport Waltham Forest**

### **Hospitality and Gifts Policy**

#### **Statement**

Community Transport Waltham Forest recognises that trust and confidence in the propriety of its activities is essential to its continuing success and growth.

In order to foster the trust and confidence that clients, suppliers, employees and the community in general have in the organisation, it is important that the organisation, its employees and agents behave, and are seen to behave, appropriately and honestly at all times.

This Hospitality and Gifts Policy aims to:

- Protect the reputation of the Community Transport Waltham Forest
- Protect employees from accusations of impropriety
- Ensure that all clients and suppliers are dealt with on an equal basis
- Avoid any potential conflicts between employees' private interests and professional duties.
- Employees are advised that, notwithstanding anything contained herein, where there is any doubt over the permissibility or propriety of accepting a gift or hospitality offer they should decline the offer. Nothing should be accepted that would bring the organisation into disrepute.

#### **Receiving Gifts**

- Save for gifts of low value and which are mere tokens (such as promotional pens, calendars and stationary), excluding money, employees of the Community transport Waltham Forest are not permitted to accept any gifts from customers, suppliers or other third parties involved with the organisation.
- Community Transport Waltham Forest recognises that there may be exceptional instances when refusing a gift will cause significant offence or embarrassment. In such instances the gift may be accepted and subsequently donated to a charity of the Organisation's choosing. Where practicable any employee minded to accept a gift should first seek approval from a director. If it is not practicable to gain prior approval, the accepting employee should inform a director as soon as possible after receiving the gift.
- An accurate record must be kept of all gift offers made to the Organisation or to employees of the Organisation by third parties, and must be filed in the "Hospitality and Gifts Register" ("the Register"). Any employee who is offered a gift which is not merely a token should record, as soon as is reasonable practicable:

- A description of the gift offered;
- An estimation of the value of the gift offered;
- Whether it was rejected or accepted;
- If accepted, why it was accepted;
- Whether prior approval was obtained, and if so, from whom;
- Who it is donated to

## **Hospitality**

Corporate Hospitality, for the purposes of this policy, is any form of accommodation, entertainment or other hospitality provided for an employee of the Community Transport Waltham Forest by a third party and which is extended to the employee solely or significantly due to his position as a representative of the Organisation. This excludes the classes of hospitality particularised at paragraph 3.2 below.

For the purposes of this policy and for the sake of clarity, the following are not normally considered Corporate Hospitality and will not require any approval prior to acceptance:

- Normal working lunches or refreshments provided during a business visit
- Hospitality extended to employees attending a Organisation approved seminar, conference or other external event, provided that such hospitality is extended to all who are in attendance
- Free seminars, talks or workshops, provided that they are free to all in attendance and are not provided solely for employees of the Organisation
- All employees are required to obtain approval from a Director before accepting any form of Corporate Hospitality which is offered to them.

## **Hospitality and Gifts Register**

- a) The Register shall be held by Helen Tredoux (“the Registrar”)
- b) All offers of gifts and hospitality must be recorded in the Register, including all of the information specified in this Policy and must be signed and dated by the employee
- c) The written record must be completed as soon as is reasonably practicable and entered in the Registrar within 7 working days of the offer of the gift or hospitality.
- d) It is anticipated that instances may arise where a gift accepted by the Organisation or one of its employees has not been donated by the time the relevant entry is made on the Register. In such cases the Register must be updated within 7 working days of the date on which the donation was made.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_