



## Gifts and Hospitality Policy

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed on the Policy Library.

## **Gifts and Hospitality Policy**

### **Links with other school policies and practices**

This policy links with the following other RSN policies and practices:

- Anti-bribery

### **1. Introduction**

1.1 This document sets out the RSN's policy on Gifts and Hospitality.

1.2 We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return, or even by commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

1.3 This Policy must be read in conjunction with the RSN Gifts and Hospitality Procedure and Schedule.

### **2. Scope**

2.1 The Policy set out in this document applies to all RSN employees and contractors working on behalf of the RSN.

2.2 The acceptance of gifts and hospitality from clients/customers, suppliers and potential suppliers must not give the appearance that employees or the RSN may be unduly influenced in the decisions that they make in respect of clients/customers, suppliers or in any other aspect of their work. There must be a direct link to working arrangements and a genuine business reason must be demonstrated.

2.3 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 an individual's line manager.

2.4 Similarly, no gift or offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from an individual's line manager.