



Gifts and Hospitality Policy - Procedure

Document Control	
Document Owner	Finance Director
Version	1.1
Approved By	Chief Executive Officer
Date	Tbc
Effective Date	30 th September 2022
Amended By	Hannah Warwick
Amendment Date	25 th August 2022
Amendments	
Formal Review Date	30 th September 2024

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 - Procedure

Links with other school policies and practices

This policy links with the following other RSN procedures:

- Anti-bribery

1. Introduction

1.1 This document sets out the RSN's policy on gifts and hospitality and the procedure to be applied.

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

2. Scope

2.1 The Policy and Procedure 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.

2.2 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.

2.3 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.

3. Procedure

3.1 All gifts and hospitality given or received, of whatever value, must be entered in the Register kept by the Finance Director.

3.2 No personal gifts should be accepted from a client/customer, supplier or potential supplier without express permission from your line manager.

3.3 Acceptance of hospitality, such as lunch or drinks receptions, should be kept within common sense limits and should always be authorised by your manager. There must be a direct link to working arrangements and a genuine business reason must be demonstrated. Offers of hospitality must always be authorised by your manager.

3.4 You may also be instructed to return any gifts which your manager considers to be inappropriate, or to refuse to accept hospitality from a particular supplier or potential supplier. Failing to obey such an instruction will be treated as misconduct.

3.5 Allowing gifts or hospitality to influence any purchasing/business decisions that you may make on behalf of the RSN or to otherwise influence the way in which you perform your duties is an act of gross misconduct which will usually result in dismissal.

3.6 It is also an act of gross misconduct to seek to influence any other person to behave in an improper way or to confer a business advantage on you or the RSN through the giving of any gift or hospitality.