

# HEREFORDSHIRE COLLEGE OF TECHNOLOGY

## GIFTS AND HOSPITALITY POLICY

### 1. Applies to

This policy applies to all staff and Governors of Herefordshire College of Technology.

### 2. The Purpose

To ensure that all staff and Governors remain free from any conflict of interest with respect to their acceptance of gifts and hospitality from parties to which they are associated through business with the College.

### 3. Hospitality

3.1 The College may provide hospitality in connection with its business affairs. The hospitality may be provided to: -

- Board Members
- College Staff
- Representatives from firms or companies visiting the College's premises on business
- Any other visitors connected with the business of the College

3.2 The hospitality provided should normally not exceed the provision of tea/coffee/sandwiches or lunch. Hospitality provided outside of the College premises shall require the authorisation of the Principal or his/her representative.

3.3 The budget for hospitality will be determined by the Principal and will be subject to annual review in accordance with the College's budget setting process.

### 4. Inducements

4.1 Gifts, other than items of very small intrinsic value, such as business diaries, calendars, telephone pads etc, shall not be accepted. Items for personal use shall not be accepted.

- 4.2 Modest hospitality is an accepted courtesy of a business relationship. The recipient should, however, be conscious of the need to avoid a position where he/she might be or appear to be influenced in making a decision by such hospitality. The frequency and scale of hospitality should not be significantly greater than the College would be likely to provide in return.
- 4.3 Where a situation arises when an employee is uncertain whether it would be appropriate to accept an offer of a gift or hospitality, the offer should be declined or advice sought from senior management.
- 4.4 Personal inducement in any form from suppliers of goods and services must never be accepted. Any such offers must be reported to the Principal immediately.

*It is the personal responsibility of all College staff and Governors to declare any receipt of hospitality covered under this policy.*

**The Gifts and Hospitality Register: -**

The register is located in the Principal's Office and available on request.

*Approved by the Board – 21 April 2005*

