



GIFTS AND HOSPITALITY POLICY

1. Introduction

This outlines the Trust's policy with regard to the receipt of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of the Trust. The Trust is committed to ensuring that the governance of the Trust is conducted with the highest standards of integrity, probity and openness.

2. General Rules

Trust staff must not receive gifts, hospitality or benefits from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the business manager to be recorded in the Register of Gifts and Hospitality which every academy must keep.

Trustees, academy councillors and staff may accept the following gifts/hospitality without the need to seek approval of the Trust or Academy or formal register receipt:

- Courtesy hospitality at business breakfasts/lunches/dinners or attendance in an official capacity at a public function.
- Incidental promotional gifts such as calendars, diaries or pens.

Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation of to the person or organisation in question is accepted.

The following are examples of gifts/hospitality which require approval and to be formally recorded in the Register of Gifts and Hospitality:

- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event.
- Promotional Gifts
- Small items from suppliers or contractors as expressions of gratitude such as boxes of chocolates or individual bottles of alcohol. These items will be recorded and put towards any academy charity fundraising events.
- Offers of gifts/hospitality not falling into any of the above categories.

3. Unacceptable gifts/hospitality

The following are examples of offers of gifts/hospitality which should be refused by staff:

- Gifts of money
- Free membership or subscriptions (eg Sports Clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved by the Trust
- Free goods, services or equipment which are normally provided by the supplier to the Academy at a charge.