

Gifts and Hospitality



Policy.

1. Introduction

- 1.1 The Board of Wildside Activity Centre accepts that, from time to time, groups with which we deal may wish to give staff or volunteers some form of gift. ("The Reward Gifts".) The purpose of this policy is to enhance transparency and help to avoid conflicts of interest.
- 1.2. The Board supports the right of staff or volunteers to receive gifts from groups but is concerned to set out the principles under which this should be done.

2. The Board has decided as follows:

- 2.1. Reward Gifts are acceptable on the following basis:
- 2.2. They must be notified to the Chair of the Board through the recording process.
- 2.3. They should be recorded in a book to be kept by the Programme Co-ordinator.
- 2.4. They must be appropriate in size and cost.
- 2.5. They must not be taken as a reason to avoid paying money due to Wildside Activity Centre.
- 2.6. 'Rewards' should not be gifts of money except in exceptional circumstances which must be disclosed to the Chair before the gift is accepted.
- 2.7. Wherever possible, the gift should be shared with the members of the recipient's team and if possible other members of the staff and volunteer team.
- 2.8. Small gratuities (such as for the boat crew) may be accepted but should either be shared as above or donated to the Centre.
- 2.9. Members of staff or volunteers may accept modest hospitality such as a coffee or lunch or buffet refreshments if they are representing the Centre on a visit or event or discussing potential work for the Centre with clients/users. Any more substantial hospitality should be notified to the Chair and recorded as above.
- 2.10. In any case, hospitality offered should not be taken as a reason for the client/user to avoid paying money due to Wildside Activity Centre or to negotiate a lower than normal charge for services.

Signed on behalf of the Board _____

Position _____

Dated _____

Review date: November 2023

A current version of this document is available to all members of staff in the Policies and Procedures file.