GIFTS, HOSPITALITY AND DONATIONS POLICY

PRN-71: Gifts, Hospitality and Donations Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: Trusted Companionship
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: **info@trustedcompanionship.com**
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1. Purpose

The purpose of this policy is to provide clear guidance on the acceptance, offering, recording, and management of gifts, hospitality, and donations.

The organisation is committed to maintaining the highest standards of integrity, transparency, and professionalism. This policy helps ensure that gifts, hospitality, and donations do not compromise, or appear to compromise, the impartiality of employees, volunteers, Trustees, Directors, or anyone acting on behalf of the organisation.

This policy aims to:

Protect service users, volunteers, employees, and Trustees.

Prevent conflicts of interest.

Support ethical decision-making.

Safeguard the organisation's reputation.

Promote transparency and accountability.

Ensure compliance with legal and governance requirements.

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2. Scope

This policy applies to:

Trustees

Directors

Managers

Employees

Volunteers

Consultants

Contractors

Agency workers

Anyone acting on behalf of the organisation

The policy applies to:

Gifts received.

Gifts offered.

Hospitality received.

Hospitality offered.

Donations made to the organisation.

Donations offered by the organisation.

Benefits, favours, or incentives of any kind.

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3. Policy Statement

The organisation recognises that expressions of gratitude may occasionally be offered by service users, families, supporters, community groups, or partner organisations.

However, gifts, hospitality, or donations must never:

Influence professional judgement.

Create obligations.

Lead to actual or perceived conflicts of interest.

Compromise safeguarding arrangements.

Affect decision-making.

All individuals associated with the organisation must act honestly and transparently at all times.

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4. Guiding Principles

The organisation will apply the following principles:

Integrity

Decisions must be made in the best interests of the organisation and its beneficiaries.

Transparency

Gifts and hospitality should be openly declared where required.

Accountability

Individuals must be accountable for actions and decisions.

Professionalism

Professional boundaries must always be maintained.

Safeguarding

The welfare and protection of service users must remain paramount.

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5. Definitions

Gift

A gift is any item, service, money, voucher, benefit, or token offered without payment.

Examples include:

Flowers.

Chocolates.

Gift baskets.

Thank-you presents.

Cash gifts.

Gift vouchers.

Personal belongings.

Hospitality

Hospitality includes:

Meals.

Refreshments.

Event invitations.

Entertainment.

Travel.

Accommodation.

Donation

A donation is a voluntary contribution of money, goods, services, or resources made to support organisational activities.

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6. General Expectations

Employees, volunteers, and Trustees should:

Act professionally.

Avoid situations that could create conflicts of interest.

Seek advice if unsure.

Declare gifts and hospitality when required.

Follow organisational procedures.

If in doubt, guidance should be sought from a manager.

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7. Gifts from Service Users

Service users or family members may occasionally wish to express appreciation.

Small tokens of appreciation may be accepted where:

They have minimal value.

They are offered voluntarily.

Acceptance does not create a conflict of interest.

Acceptance does not affect professional relationships.

Examples may include:

Homemade cards.

Small boxes of chocolates.

Flowers.

Acceptance should remain exceptional rather than routine.

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8. Cash Gifts

Employees, volunteers, and Trustees must not accept:

Cash.

Monetary gifts.

Cheques made payable to individuals.

Money transfers intended for personal benefit.

Any offer of money should be politely declined.

Where appropriate, individuals may be informed that donations can be made to the organisation through approved channels.

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9. High-Value Gifts

High-value gifts must not normally be accepted.

Examples include:

Expensive jewellery.

Valuable electronics.

Significant vouchers.

Luxury items.

Where a high-value gift is offered:

The offer should be reported to management.

Guidance should be sought.

The decision should be documented.

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10. Gifts from Contractors or Suppliers

Individuals must not accept gifts from suppliers, contractors, or potential contractors where doing so could:

Influence decision-making.

Create obligations.

Lead to unfair business advantages.

Compromise procurement processes.

Any such offers should be declared and recorded.

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11. Hospitality Received

Reasonable and proportionate hospitality may be accepted where:

It supports legitimate organisational activity.

It is modest in nature.

It does not create a conflict of interest.

It has appropriate management approval where required.

Examples may include:

Light refreshments at meetings.

Community events.

Networking activities.

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12. Hospitality That Must Not Be Accepted

Individuals must not accept hospitality that:

Appears excessive.

Could influence decision-making.

Creates personal obligations.

Could damage the organisation's reputation.

Examples may include:

Luxury travel.

High-value entertainment.

Exclusive personal benefits.

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13. Hospitality Offered by the Organisation

Any hospitality offered by the organisation must:

Be reasonable.

Represent value for money.

Support legitimate organisational purposes.

Be appropriately authorised.

Hospitality expenditure should be properly recorded.

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14. Gifts to Service Users

In some circumstances, the organisation may provide small gifts to service users as part of:

Seasonal celebrations.

Community events.

Recognition activities.

Wellbeing initiatives.

Any gifts should:

Be modest.

Be equitable where possible.

Not create dependency or favouritism.

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15. Gifts Between Employees and Volunteers

Employees and volunteers should exercise caution when exchanging gifts.

Any gifts exchanged should:

Be reasonable.

Be occasional.

Not create pressure or expectations.

Not affect professional relationships.

Managers should be consulted if concerns arise.

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16. Donations to the Organisation

The organisation may accept donations where:

The source of funds is lawful.

The donation aligns with organisational values.

Acceptance does not create inappropriate influence.

The donation can be used appropriately.

All donations should be recorded and managed in accordance with financial procedures.

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17. Refusing Donations

The organisation reserves the right to decline donations where:

Ethical concerns exist.

Reputational risks are identified.

Legal concerns arise.

Conditions attached are inappropriate.

Acceptance could compromise independence.

Any decision to refuse a donation should be documented.

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18. Sponsored Gifts and Benefits

Gifts, benefits, or sponsorship offered through third parties should be assessed carefully.

Consideration should include:

Potential conflicts of interest.

Organisational reputation.

Transparency.

Fairness.

Management approval should be obtained where appropriate.

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19. Recording Gifts and Hospitality

A Gifts and Hospitality Register should be maintained where appropriate.

The register may record:

Date.

Individual receiving or offering.

Description of gift or hospitality.

Estimated value.

Decision taken.

Authorising manager.

The register supports transparency and accountability.

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20. Conflicts of Interest

Acceptance of gifts, hospitality, or donations may create actual or perceived conflicts of interest.

Individuals must:

Declare relevant interests.

Report potential conflicts promptly.

Follow organisational conflict of interest procedures.

Transparency is essential.

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21. Safeguarding Considerations

Special care should be taken when gifts involve:

Adults at risk.

Individuals receiving support.

People with impaired decision-making capacity.

Employees and volunteers must not exploit relationships or place service users under pressure.

Safeguarding concerns should be reported immediately.

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22. Professional Boundaries

The acceptance of gifts or hospitality must never compromise professional boundaries.

Employees and volunteers must avoid:

Personal financial gain.

Favouritism.

Dependency.

Inappropriate personal relationships.

Professional conduct expectations continue at all times.

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23. Reporting Concerns

Individuals should report concerns relating to:

Undeclared gifts.

Excessive hospitality.

Conflicts of interest.

Bribery concerns.

Improper donations.

Concerns may be raised with:

A Manager.

A Director.

A Trustee.

Through the Whistleblowing Policy.

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24. Links to Fraud and Bribery Prevention

Gifts and hospitality can sometimes be linked to:

Bribery.

Fraud.

Undue influence.

Financial misconduct.

Any concerns should be considered alongside:

Fraud, Bribery and Corruption Prevention Policy.

Financial Management and Internal Controls Policy.

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25. Breaches of the Policy

Failure to comply with this policy may result in:

Management action.

Volunteer management procedures.

Disciplinary action.

Removal from positions of responsibility.

Referral to external authorities where appropriate.

Breaches will be investigated proportionately and fairly.

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26. Training and Awareness

Relevant employees, volunteers, and Trustees should be made aware of:

Professional boundaries.

Conflict of interest requirements.

Reporting procedures.

Fraud and bribery risks.

Awareness may be provided through induction, supervision, and ongoing training.

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27. Case Study

Scenario: Gift Offered by a Service User's Family

A service user's family offers a volunteer a £50 gift voucher to thank them for their ongoing support.

Action Taken

The volunteer politely declines the gift voucher.

The volunteer explains the organisation's policy.

The family is informed that they may provide feedback or a donation through approved organisational processes.

The offer is reported to the Volunteer Coordinator.

Outcome

Professional boundaries are maintained, and the family remains appreciative of the support provided.

Learning Point

Clear boundaries help protect both volunteers and service users while maintaining public confidence.

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28. Responsibilities

Board of Trustees

Responsible for:

Providing governance oversight.

Monitoring ethical standards.

Reviewing significant concerns.

Directors

Responsible for:

Implementing the policy.

Maintaining appropriate records.

Managing reported concerns.

Managers

Responsible for:

Providing advice and guidance.

Maintaining the Gifts and Hospitality Register.

Reviewing declarations.

Employees and Volunteers

Responsible for:

Following the policy.

Declaring gifts and hospitality where required.

Reporting concerns promptly.

Maintaining professional boundaries.

29. Monitoring and Quality Assurance

The organisation will monitor:

Gifts and hospitality declarations.

Donations received.

Conflicts of interest.

Complaints relating to gifts or hospitality.

Fraud or bribery concerns.

Audit findings.

Monitoring information will be used to strengthen governance and ethical practice.

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30. Review Arrangements

This policy will be reviewed:

Annually.

Following significant incidents.

Following governance reviews.

Following legislative changes.

Following audit recommendations.

Related Policies

Fraud, Bribery and Corruption Prevention Policy

Financial Management and Internal Controls Policy

Fundraising, Donations and Sponsorship Policy

Conflict of Interest Policy

Volunteer Management Policy

Code of Conduct Policy

Adult Safeguarding Policy

Whistleblowing Policy