

## Gifts and Hospitality Policy

The occasional exchange of business gifts, meals or low level entertainment is a common practice and is meant to create goodwill and enhance relationships. However, if the receipt of business courtesies becomes excessive, it can create a sense of personal obligation on the part of the recipient. Such sense of obligation can interfere with the individual's ability to be impartial in the transaction. Staff may accept business courtesies, but such courtesies must be modest enough not to interfere with the ethical judgement of the member of staff and must not create an appearance of impropriety. Corporate hospitality and gifts (whether received or provided) must be transparent, auditable and proportionate. Modest gifts and hospitality may be accepted unless an inducement is intended or suspected. The University expects the following procedures to be followed:

- All gifts and hospitality of an estimated value of £50 or more are to be recorded on the **Gift and Hospitality Acceptance Form**.
- If it is not possible to value the gift or hospitality received, or if it is unknown, then that information should be declared on the **Gift and Hospitality Acceptance Form**.
- Gift/hospitality declarations need to be referred to the Line Manager of the person in receipt of the gift or hospitality for countersigning [in the case of the Vice Chancellor this shall be the Secretary to Council].
- The Line Manager will send the Gift and Hospitality Acceptance Form to the Secretary to Council who will make a decision as to whether it can be accepted [the Secretary to Council may need to seek the advice of the Director of Finance as to whether the gift or hospitality may be accepted.
- Issues that cannot be resolved by the Director of Finance and the Secretary to Council will be referred to the Ethics Advisory Committee for consideration.
- If it is deemed as unacceptable for the gift/hospitality to be received, but it is not possible for it to be returned, the gift should be put to charitable use.

If a gift or hospitality is not in keeping with circumstances then every effort must be made to refuse the offer without offending the person or organisation making the offer. If the gift cannot be refused it should be declared on return to the University. Any gift or hospitality received or given must not have any influence or intention to influence the party receiving the gift or hospitality. For guidance as to whether to accept a gift or hospitality, it is generally expected that the frequency and scale of hospitality accepted should not be significantly greater than the University would be

likely to provide in return. Colleagues may also wish to note that information on gifts or hospitality may have to be publicly disclosed.

**In** no circumstances must any gift of money be made or received by an official of the University.

**Review**

This policy will be reviewed by the Audit Committee annually, or as and when any legislative changes occur, to ensure compliance with one of the principles of the act. Council will be advised of any action taken via the Annual Report from the Audit Committee.

**Jim Benson**

[Jim.benson@brunel.ac.uk](mailto:Jim.benson@brunel.ac.uk)

**Jim Benson**  
**Secretary to Council and University Secretary**  
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## Gift and Hospitality Acceptance Form

<b>Name(s) of person(s) to whom gift/hospitality given</b> <i>[ie employee of University/spouse/partner or member of close family of employee]</i>	
<b>College/Department/Institute</b>	
<b>Date gift/hospitality Received</b>	
<b>Organisation/person providing gift/hospitality and their relationship with the University</b>	
<b>Name of event (if applicable)</b>	
<b>Details of gift/hospitality Received</b>	
<b>Purpose of gift/hospitality Received (if known)</b>	
<b>Estimated value (if known)</b>	
<b>Was this gift/hospitality given solely for the named person's use? Y/N</b>	
<b>If 'No' please give further details:</b> <i>e.g. shared with the team etc</i>	
<b>Signed</b>	
<b>Date declaration submitted</b>	
<b>Name of Line Manager</b>	
The Line Manager is asked to countersign this form to confirm that, to the best of his/her knowledge, the information detailed here is accurate	
<b>Countersigned by Line Manager</b>	

- All gifts and hospitality of an estimated value of £50 or more are to be recorded on the proposed declaration form.
- **The Gift and Hospitality Declaration Form needs to be sent to the Secretary to Council for a decision.**
- If it is not possible to value the gift or hospitality received, or if it is unknown, then a declaration should be made.
- Issues that cannot be resolved by the Secretary to Council and the Director of Finance will be referred to the Ethics Advisory Committee for consideration.
- If it is deemed as unacceptable for the gift/hospitality to be received, but it is not possible for it to be returned, the gift should be put to charitable use.

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