



**Huish Episcopi Academy**

The best in everyone™

Part of United Learning

# Gifts & Hospitality Policy

## Scope

This policy applies to all staff and Governors of the Academy and if followed demonstrates that they do not benefit personally from any decisions they make or are influenced by any items offered or given.

## Aim

Aim to protect employees and Governors from putting themselves in a potentially compromised position with regard to suppliers etc. who may offer incentives/gifts which if accepted or not might be seen to influence decision making.

All gifts offered by external sources no matter if accepted or not should be recorded on the Gifts & Hospitality Register (held by the HR department) within two working days of acceptance/offer.

Before acceptance you should always consider the perception that acceptance of such a gift may create. A gift would be deemed to be as such if it resulted in personal gain to the receiver. Items with an estimated value of less than £20 are exempt from this policy so are not required to be registered.

The holding of a G&H Register complies with the UK Bribery Act.

## Giving of Gifts

The Academy will not normally give gifts to individuals, organisations, employees or Governors. Any one-off gift made to staff or Governors below £30 need not be registered but should be fully documented, who it is going to and why. Alcohol purchase to any value is not allowed to be taken from State funding.

Gifts, prizes etc. related to the achievement of pupils, for example merit awards are not applicable in this section.

Where hospitality is provided to a visitor it should be checked to see if the level is appropriate for the situation, working lunches, coffees etc., modest hospitality in the form of meals are perfectly acceptable where appropriate for those involved in the meeting. Items provided above and beyond this to visitors, staff or Governors should be recorded in the G&H Register.

Where hospitality such as Christmas lunch is offered/provided to all staff and has a value per head below the HMRC Revenue guidelines for becoming a taxable item it will be exempt from the register.

## Business and Related Interests

Staff and Governors are required to annually declare any financial or related interests they may have to companies or individuals from whom Huish Episcopi Academy may purchase goods or services.

Sign off usually takes place at the start of the academic year but if the employee's situation were to change in year the information provided would need to be undated.

The register is open to public inspection.

Completed by	Business Manager:	October 2023
Ratified by	Governors:	October 2023
To be reviewed:	October 2024	