



**Greenhead College
Corporation**

**CORPORATE GIFTS
AND HOSPITALITY
POLICY**

CORPORATE GIFTS AND HOSPITALITY POLICY

Employees and Governors of the College must be above the suspicion of receiving gifts or hospitality, which might be construed as inducement, and contrary to the standards of conduct expected. It is not always, however, possible or desirable to decline offers: guidance follows.

1. In regard to Corporate Hospitality and Gifts for governors and members of staff at the College, the following should be politely refused and not accepted under any circumstances:
 - a) *Gifts of money (this does not include corporate endowments/donations to the College itself);*
 - b) *Free membership or subscriptions (eg sports or other clubs);*
 - c) *Foreign travel unless as a specific element of a College activity. 'Holiday' type offers are unacceptable.*
 - d) *Free goods or services such as are normally provided by a supplier to the College at a charge;*
 - e) *Other free equipment or goods or services such as cars, housing or electrical equipment, etc.*
2. Any offers falling in to any of the above categories should be rejected and notified immediately to the Clerk to the Corporation, who will take any action thought necessary with the offerer.
3. The following are acceptable, subject to the approval of your line manager, or a member of the admin group (*monetary limit £25*)
 - a) *Occasional lunches or dinners;*
 - b) *The receipt of seasonal or, for instance, end of contract expressions of gratitude from suppliers and contractors by way of items such as boxes of chocolates or individual bottles of drink;*
 - c) *Incidental items such as calendars, diaries, pens, cheap calculators, usually carrying advertising material;*
 - d) *Occasional corporate events such as local sporting fixtures, provided that these do not involve excessive extra travelling at the College's or the donor's expense.*
4. Any offer not falling in to any of the above should be notified to the Clerk to the Corporation and recorded in the Register of Corporate Gifts and Hospitality.
5. If in doubt seek guidance first from the Clerk to the Corporation.

Approved by the Policy Committee
Approved by the Corporation

November 2010
December 2010

"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".

Policy Owner: Debra Todd - Clerk