



## Gift and Hospitality Guideline

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| Version       | 1                 |
| Last reviewed | 20 September 2020 |
| Reviewed by   | Andrew Green      |
| Next Review   | 20 September 2023 |

Elizabeth School of London (ESL) recognises that colleagues often work outside usual hours or participate in supplementary activity to increase the profile of the organisation and boost its reputation. These types of activities can be business trips, friends and family engagement, attending at seminars etc. ESL really appreciate such activities carried out by the colleagues that boosts the reputation of the organisation.

On many occasions the colleagues might be offered hospitality or gift (in good faith). According to Nolan committee (1995), there are seven principles to ensure the highest standards of propriety in public life – integrity, selflessness, objectivity, accountability, openness, honesty, and leadership. ESL believes the activities of its employees to replicate these values. For ensuring the colleagues are protected from allegations of inappropriate conduct in receiving gifts and/or hospitality, the guidance is provided.

It is an offence under the Bribery Act 2010 for members of staff to accept or give corruptly any gift or consideration (including hospitality) as an incentive or reward for doing, or refraining from doing, anything in an official capacity or showing courtesy or disrepute to any person in an official capacity. Please also see Anti-Bribery and Corruption Policy.

Individual members of staff of the ESL should use their discretion as to whether to accept a gift or instance of hospitality. Gifts or hospitality with an estimated value of more than £50 should be registered with ESL. If the value of the gift or hospitality is in doubt the better course of action is to declare it.

Gifts and/or hospitality of lesser values may also be registered if the member of staff considers it appropriate to do so in the interests of transparency.

When evaluating what is acceptable, first take a step back and consider:

- What is the intent – is it to build a relationship or is it something else?
- How would this look if these details were on the front of a newspaper?

Situations which are never allowable contain illustrations that comprise:

- Gifts in the form of cash or cash equivalent vouchers
- Entertainment of a sexual or similarly inappropriate nature.

All the employees should seek endorsement from the management for the acceptance of hospitality or gifts if they are aware that the person or organisation offering the gift or hospitality is doing so while contributing in a college competitive presenting, competitive reference or bidding process at that time.

Colleagues who, having read this document, has questions or is unclear as to how to proceed may contact the Compliance department .