



**BRATHAY TRUST**

**HOSPITALITY AND GIFTS**

**POLICY & MANAGEMENT GUIDELINES**

## **DOCUMENT MANAGEMENT RECORD**

**Policy Name:** Hospitality and Gifts

**Date:** July 2021

**Review Date:** July 2024

**Policy Owner:** Business Support Manager

**Distribution:** Internal and External – Non- Confidential; Website

## **SUMMARY POLICY STATEMENT**

Brathay Trust, including Brathay Services Ltd, (Brathay) recognises that trust and confidence in the propriety of its activities is essential to its continuing success and growth. In order to foster the trust and confidence that others have in Brathay, it is important that Brathay, its employees and agents behave, and are seen to behave, appropriately and honestly.

This Hospitality and Gifts Policy aims to:

- Protect the reputation of Brathay.
- Protect employees from accusations of impropriety.
- Ensure that all clients and suppliers are dealt with on an equal basis.
- Avoid any potential conflicts between employees' private interests and professional duties.
- Instil a strong anti-corruption culture.
- Put in place a gift and hospitality monitoring process to further compliance with the Bribery Act 2010.

Employees are advised that where there is any doubt over the permissibility or propriety of accepting a gift or hospitality offer, they should decline that offer. Nothing should be accepted which would bring Brathay into disrepute.

This policy applies to Brathay and to any associated persons as defined by the Bribery Act 2010.

## **POLICY DETAILS**

### **Hospitality**

Hospitality means any form of accommodation, entertainment or other hospitality provided for an employee of Brathay by a third party solely or significantly due to their position as a representative of Brathay.

For the purposes of this policy and for the sake of clarity, the following are not normally considered hospitality:

- Normal working lunches or refreshments provided during a business visit.
- Hospitality extended to employees attending a Brathay approved seminar, conference or other external event, provided that such hospitality is extended to all who are in attendance.
- Benefits derived from frequent traveller schemes, awarded during travel paid for by Brathay.
- Free seminars, talks or workshops, if they are free to all in attendance and are not provided solely for employees of Brathay.

### **Gifts**

Employees of Brathay are not permitted to accept gifts from customers, suppliers or other third parties involved with Brathay other than gifts of low value (below £20) and which are simply tokens (such as promotional pens, calendars, chocolates, flowers and stationery). Gifts of money may not be accepted.

Brathay recognises that there may be instances when refusing a gift will cause offence or embarrassment. In such instances the gift may be accepted and, accepted if permission is granted (see below) or donated to Brathay.

### **Tips**

Custom and practice mean Guest Services staff are occasionally offered cash tips. As a charity this requires particular care. In accordance with the previous section, where possible, cash tips should be politely declined. If it is not possible to do this, it should be made clear to the donor that the tip will be used for the benefit of the staff team. Monies received should be passed directly to the Venue Manager who will determine how they are to be used and complete the relevant declaration for approval in the usual way.

### **Approval of Hospitality & Gifts**

Where practicable, any employee wanting to accept a gift, should seek approval before accepting the gift. This should be:

- from their line manager or,
- if the value of the gift is likely to be over £50, from the relevant member of the Leadership Team.

If it is not practical to gain prior approval, the accepting employee should do this as soon as possible after receiving the gift.

### **Record Keeping**

An accurate record must be kept of all offers of gifts made to Brathay or its employees by third parties. Following the process above populates the "Hospitality and Gifts Register" with the following information:

- What's been offered.
- It's estimated value.
- Who made the offer.
- Why the offer was made.
- Whether it was rejected or accepted.
- Why it was accepted.
- Any other relevant details eg donated to Brathay.

The Register shall be held by the Finance Director ("the Registrar") and reported to Trustees annually.

### **Breach of this Policy**

Compliance with this policy is essential to the protection of Brathay's reputation and that of its employees. Breach of this policy or its principles may be subject to disciplinary action, including summary dismissal where the breach amounts to gross misconduct.

Any employee or any associated person (as defined by Section 8 of the Bribery Act 2010) found giving or receiving bribes or bribing a foreign official will face criminal charges under the provisions of the Bribery Act 2010. Anyone found guilty of bribery, will be responsible for bearing any related remedial costs such as losses, court fees or expenses.

## **TRAINING**

Managers are responsible for ensuring staff have a good understanding of the policy by way of induction. Business Support will ensure managers are appropriately trained to do this.

## **RESPONSIBILITIES**

### **Trustees**

Responsible for:

- Overall responsibility for a policy which ensures compliance with the relevant statute.

### **Chief Executive & Leadership Team**

Responsible for:

- Development and maintenance of such procedures as are necessary to ensure implementation of the policy.
- Maintenance of the policy.
- Reporting to Trustees.

### **Management**

Responsible for:

- Design of procedures.
- Implementation of procedures.
- Dissemination throughout their team.
- Ensuring day to day operational compliance.
- Reporting to the Leadership Team.

### **Individual Responsibility (Workers and Contractors)**

Responsible for:

- Compliance with procedures.
- Identifying potential improvements through day-to-day work.
- Reporting to management.

## ASSOCIATED GUIDANCE AND DOCUMENTS

- Acceptance of gifts and donations policy (fundraising)
- Anti-bribery policy
- Conflicts of interest policy
- Disciplinary policy
- Procurement policy
- Whistleblowing policy

## DOCUMENT HISTORY

Issue	Date	Notes	Author	Status
1.	July 2021	Policy reviewed and updated; proposed change of ownership to Business Support Manager	Finance Director	Draft for consultation
2.	July 2021	Presented to FinCo and Trustees	Finance Director	Approved