



WOODFIELD ACADEMY

GIFTS AND HOSPITALITY POLICY

Ratified on 14th November 2018

As a general guideline, business gifts and hospitality should not be accepted by any member of staff, except as provided for below.

The intention of the policy is to ensure that the Academy can demonstrate that no undue influence has been applied or could be said to have been applied by any supplier or anyone else dealing with the Academy. The Academy should be able to show that all decisions are reached on the basis of value for money and for no other reason.

Any breach of this policy could lead to disciplinary action as detailed in the Code of Conduct policy and may constitute gross misconduct.

Employees shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the Academy by ensuring that gifts are documented (over the value of £15.00) or refused if it could be deemed that they constituted a bribe or a decision that was not in the best interest of the Academy.

Staff must:

1. Maintain an unimpeachable standard of honesty and integrity in all their business relationships.
2. Comply with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper.
3. At all times in their business relationships act to maintain the interests and good reputation of the Academy.
4. Report any breach of policy immediately to his or her manager who will instigate investigation as necessary.
5. Ensure that any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality or conflict with the duty owed to the Academy in any matter relevant to an employee's duties (such as conflicting business interests) should be declared in writing. Any member of staff who is aware of any business dealings conferring personal gain, or involving relatives or associates of members of staff must supply details of such transactions for entry into the Register of Business Interests / Management of Related Party Transactions.
6. Be aware that employees are permitted to accept gifts, rewards or benefits from members of the public or organisations the Academy has official contacts with only where they are isolated gifts of a trivial character (such as diaries or calendars). Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to effect a business decision.
7. Be aware that where purchased items include a "free gift", such gifts should be either used for Academy business or handed to the Academy to be used at charity raffles etc.
8. Be aware that in relation to conventional hospitality (lunches, outings, tickets for events etc.) provided that it is normal and reasonable in the circumstances they may be accepted. Such invitations should not be accepted where there is no reasonable business justification for doing so, where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision.
9. Advise of any hospitality other than of a nominal value (up to £15) or facilities provided during the normal course of business; these should be reported for an entry in the Gifts Register.

10. Be aware that under no circumstances are monies or bribes to be accepted by way of accepting the business of external companies / suppliers and Best Value is to be sought at all times.
11. Be advised that any gifts received from parents over the value of £15.00 (Christmas etc.) are to be declared in the Gifts Register and serious consideration should be given about the acceptance of such items.

If in doubt on any aspect of this policy, staff are to refer to their line manager or Headteacher.

This policy forms part of the Induction process.

This Policy will be reviewed by the Finance Committee on a yearly cycle and must be signed by the Chair of Governors.