

## Receipt of Gifts, Gratuities & Hospitality



### General Guidance

Employees are personally responsible for their decisions in relation to the acceptance of gifts and hospitality and must always act in a manner which avoids damage to the reputation of **tftull**. Any offer of gift, hospitality or favour extended personally to an employee must be treated with caution as the person or organisation extending the offer may be doing business with or hoping to do business with **tftull**.

Gifts or hospitality should only be accepted where a third party would see this as normal and reasonable and should not be of value which might be perceived by a third party as causing influence on the employee.

If an employee is in doubt as to acceptance, advice should be taken from the Managing Director.

### Acceptance of Gifts

While personal gifts should not be accepted, small value gifts of promotional nature e.g. diaries, pens, mugs etc are allowable and need not be declared. However, the frequency of receipt of gifts must also be taken into consideration.

In some exceptional circumstances gifts of a higher value nature (valued in excess of £30) may be offered and may be accepted on behalf of **tftull**. In these circumstances permission from the Managing Director is required prior to acceptance and the gift and estimated value must be recorded in a register.

### Acceptance of Hospitality

Acceptance of reasonable hospitality as part of attendance at a meeting or conference in the normal course of **tftull** business is acceptable.

Reasonable hospitality can also be accepted where it is extended only to **tftull** employees as part of a demonstration or inspection and **tftull** have paid the costs of the visit e.g. travelling costs. Reasonable hospitality in these circumstances is usually taken to mean morning/afternoon refreshments and/or lunch. Hospitality in excess of this requires prior permission from the Managing Director.

Attendance at a social or sporting event may be permissible if authorised in advance by the Managing Director who must assess the value of the hospitality and the benefit to **tftull** attendance. If the value of the whole package (i.e. hospitality, ticket value etc) is considered acceptable by the Managing Director, attendance is permissible so long as the appropriate entry is made in the company register. All attendances at social or sporting events require declaration in the hospitality register.

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### Acceptance of Fees and Commissions

No person employed by tftull shall be entitled to retain any fee, commission or other payment collected or received as part of their office or employment except with the formal approval of the Managing Director.

Any employee who receives a fee, commission or other payment from a party who is, or may expect to be under contract for the provision of works, goods or services shall be liable to dismissal without notice.

For clarification or any queries in respect of this, please speak to the Managing Director.



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