



The Park Federation Academy Trust

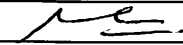
Gifts and Hospitality Policy

December 2014

Version History

Version	Date	Status and Purpose	Changes overview
1	05 th December 2014	Draft for comment	
2	19 th December 2014	Approved	

Approval

Signed by Chair	
Date of approval	19 DECEMBER 2014
Date of review	18 DECEMBER 2018.

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Unless there is primary legislation relating to this policy or the Academy finds it necessary to make changes, these procedures will be reviewed every three years to ensure they are up to date, reflect current best practice and are working effectively. Any changes that are to be incorporated into instruction and training arrangements will be effectively communicated to employees and other relevant parties.

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1.0 General Guidance

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 Trust 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 Trust. The Academy Trust should be able to show that all decisions are reached on the basis of value for money and for no other reason. Any consideration of whether or not the principles of this Policy have been breached will be determined by reference to this provision.

Any breach of this Policy could lead to disciplinary action 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:

1. Maintaining an unimpeachable standard of honesty and integrity in all their business relationships.
2. Complying 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 acting to maintain the interests and good reputation of the Academy.
4. Any employee who becomes aware of a breach of policy must report this immediately to his or her manager who will instigate investigations as necessary.
5. 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 Trust 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. This register is held by the Clerk to the Board of Directors.
6. Employees are permitted to accept gifts, rewards or benefits from members of the public or organisations the Academy Trust 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 disproportionately generous or could be construed as an inducement to effect a business decision.
7. Where purchased items include a "free gift", such gifts should be either used for Academy Trust business or handed to the Academy to be used at charity raffles etc.
8. 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

9. inducement to affect a business decision.
10. Any hospitality or small gifts given by parents other than of a nominal value (up to £25) or facilities provided during the normal course of business should be reported for an entry in the Register of Business Interests.

This Policy will be reviewed by the Board of Directors on a 3-yearly cycle and must be signed by the Chair of the Board.