

# Finance Policy 26 – Receipt of Gifts or Hospitality

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From: Executive Director, Finance & Planning

Date: November 2018

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## INTRODUCTION

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This policy provides details of the receipt of gifts or hospitality. The content has been copied from the previous Financial Regulations with no major revision.

Deans/Chief Operating Officer are responsible for ensuring staff are aware and comply with this policy. The Chief Operating Officer will hold the gift & hospitality register and report to Audit Committee on an annual basis.

## RECEIPT OF GIFTS OR HOSPITALITY

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University staff should discourage offers of personal gifts or hospitality outside normal working practices (e.g. working lunch) from potential customers or suppliers which are essentially of a social nature (e.g. attendance at a sporting event). However, it is likely that on occasions it would be to the University's benefit to develop links with external bodies, and the following rules must be followed.

The receipt of personal gifts with an estimated value of more than £25 should be notified to Dean or Registrar or Chief Operating Officer, together with a suggested use for the item. If the use is solely for the private benefit of the member of staff, then the member of staff should make an appropriate payment to the University Staff Hardship Fund via the Director of Human Resources.

The receipt of hospitality of a social nature (e.g. attendance at a sporting or cultural event) outside normal working practices or outside the normal working day or week should be reported to the Dean, Registrar or Chief Operating Officer. Where there is no direct business reason for the attendance, and if the value of such hospitality is estimated as being above £100, then the member of staff should make an appropriate payment to the University Staff Hardship Fund via the Director of Human Resources.

Any offer of gift or hospitality with an estimated value above £150 should be declined, unless the member of staff is instructed by the relevant Dean or Registrar or Chief Operating Officer (as appropriate) to accept the gift.

Any personal gift or hospitality outside normal working practices or outside the normal working day or week offered solely to the Chief Operating Officer, and/or the Director of Finance and/or the Head of Procurement will be declined, unless the Vice-Chancellor instructs its acceptance.

Any member of staff who considers that a gift or offer of hospitality is being made as an inducement to influence the use of University funds must decline the offer and report the offer at once to their Dean or the Registrar and the Chief Operating Officer.

gift & hospitality register			
Responsible for preparing an annual report covering gifts and hospitality for Audit Committee	Chief Operating Officer	N	

VERSION CONTROL

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