

## **GIFTS AND HOSPITALITY POLICY FOR ABINGDON LEARNING TRUST**

### **Introduction**

ALT aims to provide the highest standard of service to all of its pupils and to care for the well being of its employees. In return pupils, staff and the public are entitled to expect the highest standards of conduct from all of ALT's Trustees and employees.

This Policy aims to lay down guidelines which will enable the school to meet the aims and core values of ALT and to protect individuals from misunderstanding or criticism.

Inevitably some issues will affect Trustees and senior post holders more than others and some breaches of the policy may be regarded more seriously for those in such positions. This policy should be read in conjunction with ALT's Internal Finance Handbook and Anti-Bribery Policy.

The principle of integrity requires that Trustees and staff should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

### **GIFTS**

You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value, (i.e. approximately £25.00 or below) or free promotional pens, calendars, diaries and similar items, may be accepted.

Personal gifts may not be solicited under any circumstances.

When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy.

All gifts received must be recorded in ALT's gifts register, which will be maintained by the Chief Financial Officer.

### **HOSPITALITY**

You should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf of ALT. The timing of hospitality in relation to procurement or purchasing decisions that ALT may be taking is especially sensitive. Above all, you must never solicit hospitality. As a general rule, you should not accept hospitality that ALT would not reciprocate in similar circumstances.

When you have to decline hospitality, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy. If necessary, you should pay your share of any costs, and claim these in the ordinary way.

## **ACCEPTABLE HOSPITALITY**

You may accept modest working meals and light refreshments without making any declaration. Other hospitality may be accepted, for instance where:-

- There is a genuine need to impart information or represent ALT in the community.
- An event is clearly part of the life of the community or where ALT should be seen to be represented.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

Before accepting any hospitality, approval should be sought from either the Chief Executive Officer (CEO) or the Headteacher, Deputy Headteacher or Assistant Headteacher, in respect of employees. In exceptional circumstances retrospective approval may be obtained. All hospitality received must be recorded in ALT's hospitality register with the exception of working meals, receptions etc.

## **SPONSORSHIP**

Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of ALT, whether by invitation, tender or negotiation, or voluntarily, the basic conventions concerning the award of contracts, and acceptance of gifts or hospitality apply.

## **HOSPITALITY REGISTER**

The Chief Finance Officer will maintain a Hospitality Register for the Academy and for senior leadership team. It will be the responsibility of individuals to ensure that the Chief Finance Officer is notified of all hospitality given or received.

## **EXPENSE CLAIMS**

Where hospitality is to be provided by ALT this should be approved in advance by the Chair of Trustees or Chair of Finance or the CEO, Headteacher / Deputy /Assistant Headteacher in respect of employees. In exceptional circumstances retrospective approval may be obtained. All hospitality provided must be recorded in ALT's hospitality register.

Any hospitality provided should not be extravagant and a maximum figure of £25 per head should be used as a guideline. This figure may be increased by the Finance committee if it deems appropriate.

Claims for reimbursement of expenses should be made on the relevant Expense Claim Form and submitted to the Chief Financial Officer for authorisation. Receipts should always be enclosed. Alternatively authorised invoices from the suppliers can be paid in accordance with the normal procedures.

## **Review of this policy**

The Board of Trustees through its Finance Committee review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

**Approved by Finance Committee of the Board of Trustees of ALT on 11 July 2017.**

**Signed: (Chair of Trustees)**

**Signed : (Chief Executive Officer)**

**Date for Review: July 2020**