



## Hospitality Policy

<b>Lead Person:</b>	<b>Bursar</b>
<b>Governing Body Committee:</b>	<b>Resources Staff and Pay</b>
<b>Required by:</b>	<b>Academies Financial Handbook</b>
<b>Review:</b>	<b>Annually</b>

### 1 Rationale

These guidelines will help an employee judge what sort of gift, and what level of hospitality is acceptable

### 2 Gifts & Hospitality:

2.1 The following general rules apply and must guide decisions on receipt of gifts and hospitality an employee of the School:

- To accept gifts should be the exception. Small 'thank you' gifts of token value, such as a diary, a coffee mug or bunch of flowers, not over £75 in value may be accepted. An employee should notify the Bursar of any gift or hospitality over this value for entry in the Register of Business Interests.
- An employee should always say "no" if they think the giver has an ulterior motive. Be sensitive to the possibility that the giver may think that even small gifts or simple hospitality will elicit a more prompt service or preferential treatment.
- An employee must declare and discuss with the Bursar or Headmaster any gift or hospitality from anyone who is, or may be in the foreseeable future, tendering for any contract with the School, seeking employment with the School or is in dispute with the School, even if you are not directly involved in that service area.
- Where items purchased for the School include a 'free gift', such a gift should either be used for School business or handed to the Bursar to be used for charity raffles unless they are worth less than £5.
- If an employee is in doubt about the acceptability of any gift or offer of hospitality it is their responsibility to consult the Bursar or Headmaster.

2.2 A gauge of what is acceptable in terms of hospitality is whether this School would offer a similar level of hospitality in similar circumstances.

- Occasional working lunches with customers, providers or partners are generally acceptable as a way of doing business provided they are not to an unreasonable level or cost.
- Invitations to corporate hospitality events must each be judged on their merit. Provided the general rules have been taken into account, it may be acceptable to join other company/organisation guests at:
  - a. sponsored cultural and sporting events, or other public performances, as a representative of the School;
  - b. special events or celebrations.

But, consider the number of these events, and always take into consideration what public perception is likely to be if they knew you were attending.

- Acceptability depends on the appropriateness of the invitations, in terms of the level of hospitality, the frequency and the status of the invited employee. In all such cases the Headmaster must be consulted.
- Paid holidays, accommodation or concessionary travel rates must be approved by the Headmaster or in the Headmaster's case by the chair of Governors.
- If an employee is visiting a company to view equipment that the School is considering buying, they should ensure that expenses of the trip are paid by the School. Acceptance of refreshments and/or a working lunch may be acceptable, but care must be taken to ensure that the School's purchasing and/or tender procedures are not compromised.
- Acceptance of sponsored hospitality that is built into the official programme of conferences and seminars related to your work are acceptable.
- Offers to speak at corporate dinners and social gatherings, or events organised by, for example, a professional body, where there is a genuine need to impart information or represent the School must be agreed in advance with a Headmaster. Where your spouse or partner is included in the invitation, and approval has been given for you to attend, it will be acceptable for your spouse or partner to attend as well, but if expenses are incurred, these will be met personally.
- Any invitation an employee accepts should be made in their professional/working capacity as a representative of the School.

Reviewed – May 2017 by SLT/Governors

Approved – Full Governors : May 2017

Next review – May 2018yu87