

CS054 - Gifts & Hospitality Policy

| MONITORING FORM | |
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| Department | Corporate Services |
| Department Director | Human Resources Director |
| This policy is applicable to | All |
| Author | Human Resources Director |
| Original Version approved by & date | April 2014 |
| Date of last review | April 2017 |
| Version number | V3 |
| Date of minor modification | October 2019 |
| Period of Review | Three years |
| Date of next review | October 2022 |
| Internal /external consultees (if required). | n/a |

1. INTRODUCTION

This policy details the principles for the giving and receiving of gifts and hospitality. It recognises that the giving or receiving of gifts or hospitality is common practice, however, Weslo Housing Management reaffirms that Board Member and Employees should always act with caution any offer, favour or hospitality which is made to them personally, particularly if the gift or offer of hospitality may be regarded purely as inducement to secure Weslo's business.

2. SCOPE

For the purposes of this policy it is deemed to include the following organisations: Weslo Housing Management and its subsidiary, Weslo Property Management, Board Members, all staff (permanent, temporary or contracted) and other stakeholders where relevant to the Policy,.

3. OBJECTIVES

- a. Weslo recognises that there is a significant difference between small gifts and modest hospitality rendered as genuine expression of appreciation and aims to set clear guidelines to ensure a fair and transparent Policy.
- b. Any gifts or offers of hospitality which may be regarded purely as inducement to secure Weslo's business will be rejected and the approach should be immediately reported to the Chief Executive or other Director.
- c. As a general rule individuals should not accept personal gifts other than those of a very minor value not exceeding twenty five pounds (£25.00) and not allow extravagance in any entertainment received or given.
- d. All gifts, favours or hospitality received or given must be reported to Corporate Services and the Gifts & Hospitality Register updated, regardless of the value and nature.
- e. All gifts received during the Festive Period must be handed into Corporate Services for recording and subsequent retention. They will then be entered into our Festive Prize draw with the proceeds going to our nominated charity.
- f. Any breach of this Policy by employees will be dealt with in accordance with Weslo's disciplinary procedures.
- g. Any breach of this Policy by a Board Member will be investigated by the Chief Executive who will submit a report to the Board. Depending on the seriousness of the breach, the Board may decide that the Board Member concerned should resign.

Further details can be found within the Pay Entitlements and Benefits Policy.

4. EQUALITY & DIVERSITY

This Policy will always be carried out in accordance with Weslo's Policy of Equality & Diversity which aims to promote diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures.

5. PUBLICISING AND AVAILABILITY

This policy is available on the Weslo website, to Board and staff members and any other key stakeholders. A summary of this policy can be made available in other formats and languages.

6. MONITORING & REPORTING

This policy will be reviewed regularly to ensure compliance with applicable legislative changes, changes within the organisation &, best practice

OTHER RELEVANT POLICIES AND PROCEDURES

This Policy relates to and should be read in conjunction with:

Gifts and Hospitality procedure

Pay, Entitlements and Benefits Policy