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## **Daubeney Academy**



# Gifts and Hospitality Policy

Date approved:	
Approved by:	
Date of next review:	

## Gifts & Hospitality Policy

This policy is applicable to any person working for the Trust including but not limited to: permanently employed staff, contractors, volunteer Trustees and Members.

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 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 Trust and Academies. The Trust and Academies 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 Trust and Academies by following the points detailed below.

1. All employees must demonstrate a high standard of honesty and integrity in all their business and educational relationships.
2. All employees must comply with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper.
3. All employees must act in the best interests of the Trust and the Academies in their business and educational relationships.
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 Trust and Academies 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.

6. Employees are permitted to accept gifts, rewards or benefits from members of the public or organisations the Trust and Academies has official contacts with only where they are isolated gifts of a trivial character. Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to affect a business or educational decision.
7. Where purchased items include a “free gift”, such a gift should be either used for Trust and Academies business or handed to the Trust and Academies 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 inducement to affect a business or educational decision.
9. Any gifts or hospitality other than of a nominal value (up to **£50**) or facilities provided during the normal course of business should be reported for an entry in Gifts and Hospitality Register.
10. For clarity, CMAT staff can accept all gifts that are for the benefit of the Trust and not intended for staff personal use (e.g. free sports equipment for students use) assuming the gift could not be construed as an inducement to affect a business or educational decision.