

CR020 Policy on accepting Gifts

Introduction

In general, the organisation does not believe that it is appropriate for employees to accept gifts from customers, suppliers or any other person or organisation with which the organisation has (or might have) business connections. This is because it is important to ensure that no employee acts in any way that is inconsistent with the organisation's objectives or with the integrity of the business by accepting a gift in circumstances where it could influence, or be seen to influence, that employee's business actions or decisions.

Receipt of gifts - disclosure

Any employee who receives a gift of any kind from an existing or potential business contact must disclose the fact of the gift, its nature and the identity of the sender to their line manager. If the gift is anything other than a small token of appreciation having no substantial financial value, the employee will be required to return the gift to the sender with a polite note thanking them and explaining that it is the organisation's policy that employees should not receive gifts.

If, in the opinion of the line manager, the gift might constitute a bribe or other inducement, the employee will be asked to pass the gift to Graham Firth, Finance Director, who will return it to the sender with a suitable letter explaining the organisation's policy and asking that it be respected in the future.

In cases where the employee's line manager agrees that the gift was sent to the employee as a token of gratitude for work carried out to a particularly high standard or for an exceptional level of service given, the employee may, at the line manager's discretion, be permitted to retain the gift. Thus, small gifts that are genuinely given as a token of appreciation or gratitude will be acceptable, provided that the employee properly declares the gift in line with this policy and provided that the employee does not subsequently treat the person who sent the gift more favourably than other customers/suppliers, etc.

This policy does not apply to promotional gifts, i.e. items such as stationery or pens that bear the logo or organisation's name of another organisation, provided that these have no significant value. However, since it is likely that such gifts will be received by only a limited number of employees, they should be shared amongst other members of staff where appropriate.

Purpose

Any breach of the policy will be regarded as misconduct, leading to disciplinary action up to and including summary dismissal.