



<b>POLICY INFORMATION (Policy no FI002)</b>	
<b>Subject</b>	<b>Gifts and Gratuities Policy and Procedure</b> <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
<b>Applicable to</b>	All staff and volunteers of Nottinghamshire Hospice
<b>Target Audience</b>	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
<b>Date issued</b>	30 Jan 2024
<b>Next review date</b>	30 Jan 2027
<b>Lead responsible for Policy</b>	Director of Finance and Resources
<b>Policy reviewed by</b>	Chief Executive Officer
<b>Notified to (when)</b>	Strategic and Corporate Governance Committee 30 Jan 2024
<b>Authorised by (when)</b>	Strategic and Corporate Governance Committee 30 Jan 2024
<b>CQC Standard if applicable</b>	Well-led
<b>Links to other Hospice Policies</b>	
<b>Links to external policies</b>	
<b>Summary</b>	There will be occasions when either members of the public or company suppliers may wish to offer gifts, money or hospitality to staff. In order to protect both individual staff and volunteers and the public from allegations of fraud or corruption, it is important that the acceptance of any such offers falls within the guidelines set out in the Hospice Standing Financial Instructions.
<b>This policy replaces</b>	Gifts and Gratuities Policy and Procedure HR00027 2020-2023

#### **IMPORTANT NOTICE**

Staff should refer to the Hospice website for the most up to date Policy. If the review date has passed it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Review date</b>
Original policy written by Angela Fallon, Head of HR	April 2011	April 2015
Policy reviewed by Beverley Brooks MBE, Chief Executive		
Ratified by Corporate Management Team		
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Updated staff and volunteer throughout policy	June 2020	
Reviewed by Donna Roberts	Sept 2020	Sept 2023
Logo updated and uploaded to website	March 2021	
Policy reviewed by Chief Executive Officer	Jan 2024	
Policy authorised by Senior Leadership Team	Jan 2024	Jan 2027
Uploaded to website	Feb 2024	

## INDEX

<b>Section</b>	<b>Contents Title</b>	<b>Page</b>
1.	Introduction	4
2.	General Principle	4
3.	Gifts Received from Patients or Relatives by Staff Groups and Volunteers	4
4.	Gifts from Companies	4
5.	Travel/Accommodation Costs	5
6.	Entertainment	5
7.	Registers of Gifts and Hospitality	5
8.	Procedure for Registering Gifts or Hospitality	6

<p><b>1.</b></p>	<p><b>Introduction</b></p> <p>There will be occasions when either members of the public or company suppliers may wish to offer gifts, money or hospitality to staff. In order to protect both individual staff and volunteers and the public from allegations of fraud or corruption, it is important that the acceptance of any such offers falls within the guidelines set out in the Hospice Standing Financial Instructions.</p>
<p><b>2.</b></p>	<p><b>General Principle</b></p> <p>All staff and volunteers of Nottinghamshire Hospice must consider their position carefully before accepting any gifts or offers of hospitality. They must avoid situations where the acceptance of gifts or hospitality might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, making appointments or preferential treating of patients.</p>
<p><b>3.</b></p>	<p><b>Gifts Received from Patients or Relatives by Staff Groups and Volunteers</b></p> <p>Staff may be offered gifts such as biscuits, chocolates, tea/coffee or small tokens up to the value of £15 from patients or relatives as a gesture of gratitude. These may be accepted on behalf of the staff group who provide the care without needing to record the gift in the Gifts, Gratuities and Hospitality Register which is retained by the Executive Assistant. Depending on the nature of the gift these should not be retained by individual staff members but shared amongst the group.</p> <p>Where patients or relatives have expressed a wish for an individual employed by the Hospice to receive a gift as gratitude for the care/service given these may be accepted up to the value of £15.</p>
<p><b>4.</b></p>	<p><b>Gifts from Companies</b></p> <p>Modest hospitality, such as lunches in the course of work visits, may be acceptable provided that it is similar to the scale of hospitality that the Hospice would offer.</p> <p>Individual staff may accept small gifts in the form of calendars, diaries, pens and</p>

	<p>other stationery up to the value of £15.</p> <p>If companies wish to offer cash gifts they should be asked if they would like to make a charitable donation to the Hospice charitable funds. Where companies have provided corporate sponsorship to events which staff are expected to attend in a professional capacity (e.g., formal dinner or reception at conferences), this can be accepted but must be declared if considered lavish. If any member of staff feels there are exceptional circumstances why such an offer should be accepted, then full supporting details should be detailed on a form provided by the Executive Assistant before acceptance. The completed form should be forwarded to your Line Manager who will confirm in writing if approval is given by the Chief Executive.</p> <p><i>NB In no circumstances should any member of staff accept any gift or hospitality aimed at obtaining favour.</i></p>
<p><b>5.</b></p>	<p><b>Travel/Accommodation Costs</b></p> <p>Offers to individuals to pay the travel or accommodation costs associated with meetings or conferences should be accepted only with the prior approval of their Line Manager, who are responsible for ensuring that all such offers are recorded in the Gifts, Gratuities and Hospitality Register.</p>
<p><b>6.</b></p>	<p><b>Entertainment</b></p> <p>Staff should only accept free tickets to sporting or other entertainment events with prior approval of their Line Manager in order to ensure that there can be no perception of potential bias or a conflict of interest in relation to external organisations/companies. All offers (whether accepted or not) must be declared and recorded on the form which can be provided by the Executive Assistant.</p>
<p><b>7.</b></p>	<p><b>Registers of Gifts and Hospitality</b></p> <p>Registers for recording the receipt or offer of gifts and hospitality will be maintained by the Executive Assistant.</p> <p>You may receive tokens of goodwill when attending conferences or similar events and on occasion articles of nominal value such as diaries, pens or</p>

	<p>calendars issued for advertisement. These can be accepted unless you consider there are good reasons for registering such gifts.</p> <p>Gifts to the value of £15 or less may be accepted by the individual employee/ volunteer.</p> <p>Where you receive anything over the value of £15 you are advised to register this. This gift will then become the property of Nottinghamshire Hospice and be used as appropriate within the organisation e.g., to raise funds etc.</p>
<p><b>8.</b></p>	<p><b>Procedure for Registering Gifts or Hospitality</b></p> <p>Staff based at the hospice can record gifts and hospitality themselves in the Gifts, Gratuities and Hospitality held by Executive Assistant.</p> <p>Staff who are not based at the Hospice should obtain a form from your Line Manager or the Executive Assistant which can be handed to their Line Manager once completed. The Register entry will then be made on their behalf.</p>