

GIFTS AND HOSPITALITY

			Edn Aen Cth
1.	29 th March, 2012	Review (as an Appendix to the Policy on Corporate Hospitality)	
			⁵ December 2015
3.	3 rd June 2019	Review as a new Policy, and approval by Compliance Task Group	
4.	22 nd September 2022		

GIFTS AND HOSPITALITY

1. ~~1.0~~

The University acknowledges that during the course of normal business transactions a member of staff may be offered, or may wish to offer, gifts or hospitality. The guiding principle in these procedures is that a member of staff should not be influenced in any decision-making, or in providing advice on decision-making, by the acceptance of these gifts, hospitality or other favours from, or to, any individual or organisation. The Policy seeks to be clear on what Bangor University expects of its members of staff when they offer or receive gifts or hospitality. These procedures should also be read in conjunction with the University's Anti-bribery Policy.

This Policy applies to all members of staff.

2. ~~1.0~~

Members of staff should adhere to the following principles:-

- a) No personal gift, money, hospitality or favours, or participation in any social or leisure function should be accepted by any member of staff (with the exception of points 2., 3. and 4. below) from any organisation or individual from whom the University purchases services or items, or to whom contracts are let, or in respect of whom a beneficial decision is possible. The same would apply for any organisation or individual where the University has an intention to purchase from, let a contract to or make a beneficial decision about in the future. In general, gifts, hospitality etc. should therefore be politely refused, with an explanation that this is University policy.
- b) A gift which has a low intrinsic value (e.g. calendar, pen, diary etc.) may be accepted so long as the existence of the gift is notified to the relevant Pro Vice-Chancellor / Head of College, the Head of School or Director of Professional Service.
- c) An exchange of modest gifts or reciprocal hospitality, (e.g. with a visitor from another university or organisation) which is a gesture of goodwill and where embarrassment might be caused to the University if the gift or ho-0.00k(H)13.3 (e)-3 (ad)2.3 (s)-1.3 (i4.9 (p)TJ-0.a ()10.14.9 (p)i ()10.t)799 (a)-32.6 ()10.d)2.3

If a member of staff believes that accepting such hospitality / entertainment is likely to be misconstrued, the offer should be politely refused, citing this Policy as a reason. Members of staff should also not accept regular offers of hospitality / entertainment from the same external contact / organisation as this could be misinterpreted.

Where there is any doubt in a member of staff's mind about accepting hospitality / entertainment the offer should always be refused. If refusing hospitality / entertainment would be likely to be misinterpreted by others, the member of staff should report the nature of the hospitality / entertainment refused to their line manager.

b) Providing Hospitality / Entertainment

Members of staff are able to offer meals, drinks and hospitality for a business-related function to external contacts / organisations as long as the offer of hospitality is appropriate and prior to the