

Business Gifts Policy

Policy

Glapwell Parish Council believes that the unauthorised giving or receiving of gifts (including cash) is not appropriate to the efficient conduct of its business with suppliers or contractors or customers.

Glapwell Parish Council also believe that the giving of unauthorised gifts to employees which are funded by the council, is inappropriate.

Principles

Glapwell Parish Council believes that the receipt of gifts by employees can give rise to embarrassing situations and may be seen as improper inducement to grant some concession in return to the donor. To negate this these following principles should be observed within all companies:

- Gifts must not be solicited
- Gifts of money must never be accepted
- Offers of hospitality should not be accepted without the express written approval of a Director

Procedure

1. Receipt of Gifts

- 1.1 Business gifts should not be accepted unless they are items of small intrinsic value (e.g. inexpensive diaries, calendars, blotter or other item of office equipment of modest value). Gifts should only be accepted if they bear the name or insignia of the Company who is offering the gift.
- 1.2 All employees must notify their immediate line manager of the gift.
- 1.3 Where any doubt exists as to the acceptability of any business gift this should be discussed with the immediate line manager.
- 1.4 Any gifts that fall outside the category of "small intrinsic value" should be declined or returned.
- 1.5 Where this is not feasible, any gift(s) should be passed to the immediate line manager who will make arrangements to allocate or dispose of the gift(s).

Options:

- donation of gift(s) to local charities or similar organisations.

2. Giving Gifts

- 2.1 While it is not our policy to offer gifts to suppliers, customers, etc., it is recognised that, on occasion, this may be appropriate. In such circumstances, the arrangements will have received the required council authority.
- 2.2 Examples of this could be gifts of a promotional nature during the course of our sales and marketing work. Another example would be a small gift to someone who carries out work on a voluntary basis or for a nominal fee.
- 2.3 In all cases, it is a requirement that the "giver" of the gift will have discussed and agreed their intention with the Parish Council and for approval to have been gained.

3. Gifts to employees

- 3.1 The Company does not permit the provision of gifts to employees, which have been funded by the council, unless they are agreed as part of an accepted/agreed process (e.g. long service award, part of new launch program (pens, badges), funding of Christmas meal).

The council would expect that any failure to comply with the policy and procedure may result in disciplinary action being taken in line with the Council Disciplinary procedure.

4. Responsibilities

4.1 Parish Council

Is responsible for ensuring that:

- This policy is communicated to all employees
- There is a process in place for the distribution of gifts as outlined in section 1.5
- Employees are fully aware that failure to follow this procedure will result in disciplinary action

4.2 Parish Clerk

Is responsible for ensuring that:

- Employees are fully aware of this policy and procedure and the consequences of not following it
- Employees acknowledge gifts as outlined in section 1.2
- Inappropriate gifts are allocated or disposed of as outlined in section 1.5.