



## **GIFTS & HOSPITALITY POLICY**

BY LAW of

**CHESTER STUDENTS' UNION**

Passed at Trustee Board on  
25 November 2019

## **1. Policy Statement**

- 1.1 Chester Students' Union (CSU) is an educational charity and must use its funds to promote its charitable objects. All members of staff are expected to discharge the duties of their position to the best of their abilities, acting in good faith and in the best interests of the Union.

## **2. Key Principles**

- 2.1 The guiding principles to be followed are:
- 2.1.1 The conduct of individuals should not create suspicion of any conflict between their official duties and any private interests.
  - 2.1.2 The actions of individuals in their official, Union capacity should not give the impression that they have been or may have been influenced by any benefit they have received from a third party.
  - 2.1.3 In exercising their duties, individuals must not be influenced by the receipt, or promised receipt, of any benefit, gift or other inducement.
  - 2.1.4 Failure to abide by the gifts and hospitality policy may result in disciplinary action, in accordance with the CSU disciplinary procedure.

## **3. Receipt of Gifts and Hospitality**

- 3.1 It is accepted that third party individuals and organisations may wish to offer gifts and/or hospitality to members of staff from time to time and a modest degree of hospitality can facilitate business relationships.
- 3.2 Employees of CSU may occasionally provide or receive gifts or hospitality. The conduct CSU expects from its employees, when they provide, or are offered gifts/hospitality is outlined below.

## **4. Gifts from students**

- 4.1 CSU does not encourage the acceptance of gifts from students or their relations. However, occasionally students may make token gifts to staff, for example, in appreciation of support. All gifts offered, with no minimum retail value applicable, should be declared to the staff member's line manager on a 'Gifts and Hospitality Form' – see Appendix A. Staff may accept appropriate token gifts but should not accept offers of cash.
- 4.2 If a student gives a gift, which might be misinterpreted, staff are advised to politely refuse and return the gift immediately, explaining this policy as the reason.
- 4.3 Line managers should be notified of any refusal/return of a gift or cash.

## **5. Gifts from external contacts**

- 5.1 Employees may accept gifts up to a retail value of £25. Any offer of such a gift should be declared to the line manager using the appropriate CSU 'Gifts and Hospitality Form' - Appendix A. The CSU 'Gifts and Hospitality Form' will be stored centrally in the finance office.
- 5.2 Gifts or promotional activities which are offered by suppliers and which have a value of greater than £25 should be notified to the line manager using the appropriate CSU 'Gifts and Hospitality Form' - Appendix A. The form will be passed to the Chief Executive Officer who will be responsible for deciding whether the gift should be accepted in consultation with the President. In some cases, the decision may be made by two Sabbatical Officers other than the president. In the event a gift of this value is offered to the Chief Executive Officer, the President and in some cases other Sabbatical Officers will decide whether the gift should be accepted.
- 5.3 The staff member will be given a reason for any decision to decline a gift. For example, a gift of this nature may be declined because, it is inappropriate, it creates a conflict of interest, it would create serious issues of unequal treatment within a particular staff team or it is not in the best interests generally of a democratic organisation in receipt of public funds. There will be no right of appeal.
- 5.4 If a refusal of a gift is likely to offend the sender or jeopardise the business relationship, the employee should inform the seller of the rules on gifts. Any refusal/return of a gift should be brought to the line manager's attention. Where a staff member does not feel comfortable refusing a gift themselves, they should refer this to their line manager who will deal with it for them or through the Chief Executive Officer.
- 5.5 The above relates to all aspects of 'free gifts'.

## **6. Providing entertainment and hospitality**

- 6.1 Occasionally it is possible that a CSU staff member would need to provide entertainment or hospitality to a business contact. A budget must be agreed in advance if the staff member wishes to reclaim expenses from CSU.
- 6.2 Where this relates to the Chief Executive Officer, the President would be informed in advance of the hospitality and a budget agreed where possible. If the President is unavailable other Sabbatical Officer(s) may be consulted.

## **7. Monitoring and Review**

- 7.1 This policy will be revised periodically, giving due consideration to any legislative changes where necessary amendments may be made.