

# Gifts and Hospitality Policy

## Introduction

From time to time, employees and volunteers may be offered either cash, gifts or hospitality by somebody outside Churches in Croxley Green CIO (“the charity”, “us” or “our”) when working on our behalf.

There may also be times where employees and volunteers wish to offer a gift or hospitality to someone outside the charity.

This Policy outlines how employees and volunteers should deal with the offer of, or offering to others, cash, gifts or hospitality.

We need to ensure that the reputations of the CIO, its employees and volunteers are protected in relation to gifts and hospitality. Therefore, failure of employees or volunteers to comply with the provisions of this Policy may result in a disciplinary investigation and possible disciplinary action.

## Tax and National Insurance

There may be tax and National Insurance implications for us and/or employees and volunteers if this policy is not followed.

## Receiving or offering cash

Employees and volunteers should not accept or offer cash in connection with their work with us, as this may be perceived unfavourably due to the difficulties in tracing and monitoring the movement of cash.

## Receiving gifts or hospitality

Although the offer of a gift or hospitality can be a simple sign of appreciation, employees and volunteers must be careful when deciding whether to accept the offer. This is to ensure that, in the event that the offer is accepted, this does not create an expectation by the person providing the gift or hospitality of receiving anything from us that is contrary to our policies and/or preferential to anything that we offer the general public. Equally, the acceptance must not create an obligation on the employee or volunteer to do so.

Employees and volunteers should never accept gifts or hospitality from organisations or individuals where this could damage our reputation. This includes, but is not limited to, individuals or organisations which participate in activities which:

- undermine our vision and values;

- are associated with unsuitable products, corporate bodies and individuals;
- are known to hold discriminatory views of any nature; and
- are known to take advantage of older or vulnerable adults and/or children.

In addition, as a general rule, employees and volunteers should not accept gifts or hospitality in connection with their work with us (either for doing or not doing something) where the cost or value is likely to exceed £20.

Subject to the points above:

- one-off gifts of a trivial nature, such as a box of chocolates, flowers or minor seasonal items such as calendars or diaries, may be accepted; and
- hospitality, such as a light refreshments and non-alcoholic drinks, may be accepted where it is normal and reasonable in the circumstances.

### **Offering gifts or hospitality**

Employees and volunteers should not offer gifts or hospitality without written authorisation from one of the following Trustees: Miriam Mughan, Lisa Kerry or David Reilly.

Where authorised, we will pay for the gift or hospitality.

### **Recording gifts and hospitality**

All gifts or hospitality accepted by employees and volunteers should be reported to one of the following Trustees: Miriam Mughan, Lisa Kerry or David Reilly at the end of the calendar year.

### **Accepting cash donations to the charity**

Employees and volunteers may accept cash and cheque donations to the charity where the donation is accompanied by a letter from the donor that provides an email address so that we can acknowledge receipt to the donor.

#### **Methods of distribution**

Copies should be made available to all those working in any capacity on behalf of the charity

Review dates: February 2021