

1.0 General statement

- 1.1 The Bribery Act 2010 came into force in England and Wales on 1 July 2011. The legislation prohibits the offering, the giving, the solicitation or the acceptance of any bribe, whether as cash or any other kind of inducement. Children in Wales is opposed to any form of bribery and is committed to maintaining the highest possible ethical standards in all its activities.
- 1.2 This policy is intended to provide advice to staff who, in the course of their day to day work or as a result of their employment, either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of Children in Wales.
- 1.3 All decisions by Children in Wales' staff on the provision or acceptance of gifts and hospitality must be able to withstand both internal and external scrutiny. These must be in the direct interest of the organisation, be proportionate to that interest and within limits acceptable to the organisation.

2.0 Principles

- 2.1 All Children in Wales staff must apply the following principles in the conduct of their employment:
 - 2.1.1 they must not accept gifts, hospitality or benefits of any kind from a third party which might be perceived as compromising their personal judgement or integrity
 - 2.1.2 they must not make use of their official position to further their private interests or those of others
 - 2.1.3 they must declare any private interests and record this in the register of interests
 - 2.1.4 they must base all purchasing decisions and negotiations of contracts solely on achieving best value for money for Children in Wales

3.0 Scope of Policy

- 3.1 This policy applies to Children in Wales, its staff, trustees and any other agency or individual working on behalf of or representing the organisation.

4.0 Guidance

4.1 The following provides guidance related to the types of gifts referred to in this policy:

4.1.1 **Cash or Cash Equivalents** – offers of cash or cash equivalents (eg lottery tickets, gift vouchers or gift cheques) made by suppliers, contractors, service users or their relatives to staff of Children in Wales must, without exception, be declined.

4.1.2 **Non Cash Gifts** – gifts of a small or inexpensive nature (up to £20 in value) such as calendars, diaries or other simple items such as flowers and chocolates can be accepted. If there is any doubt as to whether the acceptance of an item is appropriate, the matter should be referred to your line manager or the Corporate Management Team (CMT).

4.1.3 **Exceptions** – It is recognised that there are exceptional cases where refusal of a gift will clearly offend a donor, cause embarrassment or appear discourteous. In these cases the donor should be advised that the permission of the CMT will have to be sought as to whether or not the gift can be accepted. The CMT will decide whether the recipient can retain the gift; whether the organisation can retain the gift; or whether the gift should be returned with a suitably worded letter.

4.1.4 **Provision of Gifts** – Occasionally Children in Wales may wish to make a small presentation to an individual in acknowledgement of services provided. Such gifts should be of a token nature and prior approval of the provision of such gifts should be sought from the CMT and approval formally documented.

4.2 The following provides guidance related to the types of hospitality referred to in this policy:

4.2.1 **Hospitality Received from Third Parties** – Conventional hospitality such as a working lunch or evening meal can be accepted by staff, however, in relation to frequent, regular or annual invitations to events or functions, particularly from the same source and where a considerable degree of hospitality is involved, this should be referred to the CMT who may advise that the offer be refused. Exceptions include where attendance could be seen as beneficial to working relationships.

Staff should bear in mind that acceptance of hospitality could be misinterpreted by a competitor of the host and that in an instance where the individual is involved in the negotiation of a contract, hospitality of any kind, including attendance at seasonal events hosted by that supplier or contractor, should not

be accepted. Staff should seek approval from their line manager prior to accepting any invitation of this kind.

4.2.2 **Provision of hospitality – internal** – Arrangements for internal hospitality should be considered in accordance with the finance policy and limited to light refreshments.

4.2.3 **Provision of hospitality – external** – The provision of hospitality to representatives of other organisations should be modest and appropriate to the circumstances. The use of charitable and public funds for hospitality purposes should be carefully considered and should constitute good value for money.

4.2.4 **Exceptions** – If situations arise that are not covered by this guidance or in cases when flexibility in the interpretation of this guidance may be necessary, prior approval should be sought from the CMT before providing hospitality and this should be formally documented.

4.3 **Keeping Records** – All gifts and non-conventional offers of hospitality must be recorded in the Gift and Hospitality Register kept by the Administration Manager

4.4 This policy should be read in conjunction with:

- Anti-Bribery and Corruption Policy
- Whistleblowing (Public Disclosure) Policy
- Finance Policy