

## **HOSPITALITY POLICY**

### **Hospitality, Business Entertainment, and Gifts and Prizes For Employees and Corporation Members**

1. The following paragraphs apply to both employees and Corporation Members and are designed to provide protection from possible allegations or bad publicity:
  - a) Business entertainment only occurs before, during or after a business discussion, or under conditions where the recipient would reasonably know that the object of such entertainment is to further business relations.
  - b) Entertainment, hospitality and gifts should only be received or given if they meet all the following criteria:
    - i) they are consistent with customary business practices;
    - ii) they are not excessive in value and cannot be construed as a bribe or a pay-off;
    - iii) they are not in contravention of applicable law or ethical standards; and
    - iv) public disclosure of the facts will not embarrass either the College or the member of staff.
  - c) Exercising good judgement regarding the provision and receipt of business entertainment, hospitality and gifts is essential and must always pass the test that it provides reasonable expectations of producing a benefit to the College commensurate with the expense.
  
2. Corporation Members and employees should bear in mind the importance of high standards in public life and how their offer or acceptance of gifts or hospitality might be viewed by third parties. Client and customer gifts and hospitality are now accepted business practice but it remains difficult to distinguish what is acceptable and proper from what is not. A corporate event to which other organisations have been invited, such as a golf match/dinner/play, would normally be acceptable. A helpful question for Corporation Members and employees to ask is whether such an act places one or either party under an obligation or compromises their judgement or integrity. If so, it is not justifiable and not in the interest of the Corporation.

In general, to help and protect Corporation Members and employees in any doubt about the propriety of their action, the Corporation requires them to consult with the Clerk to the Corporation in respect of Corporation Members and the Principal in respect of staff before they accept from or offer to an individual or an organisation any gift, hospitality, fee, reward or other inducement in connection with College business, and in the case of the Principal, the Chair of the Corporation.

3. The College may provide hospitality in connection with the business affairs of the College. This hospitality shall be provided at the discretion of the Principal, Deputy Principal, Vice Principals, Assistant Principals or Heads of School/Service to:
  - a) Members of the Corporation
  - b) College staff
  - c) Representatives from firms or companies visiting the College on business
  - d) Any other visitors connected with the business of the College.

4. The hospitality provided will not normally exceed the provision of tea/coffee / sandwiches / buffet lunches, or lunch or dinner with wine in the College. On occasions when hospitality is provided outside the College premises, for example at a restaurant, it will only be reimbursed on production of a valid receipt. The member of staff must be able to justify such expenditure in relation to the business of the College if so required.
5. The budget for hospitality will be determined by the Principal and will be subject to review in accordance with the College's budget setting process.
6. Any hospitality accepted by Corporation Members or employees above £30.00 will be entered into the Register of Hospitality maintained by the Clerk to the Corporation.