



## **CODE OF CONDUCT** **GIFTS & HOSPITALITY**

### **POLICY DOCUMENT (Part of “Section 15)”)**

The following Policy explains Linstone’s position regarding the acceptance of Gifts and Hospitality.

These are based on: -

- a) EVH Conditions of Service which warn against the acceptance of Gifts and Hospitality, in particular where this could be deemed to be an inducement.  

and
- b) Scottish Homes Guidance to Registered Social Landlords which also expects organisations like our own to have a specific Policy on this matter.

I have detailed below the action which **all** staff should take if offered – gifts or hospitality. In your own interest these instructions **must** be followed:

- 1) Staff should inform their Line Manager of any offers of Gifts or Hospitality. In the absence of their Line Manager please advise the Director or another Manager.
- 2) Minor Gifts such as Diaries; Calendars; Sweets; and promotional items like key rings; pens etc are acceptable. This list is not comprehensive but gives a general indication of the level of the gifts acceptable. A value of approximately £5 per individual gift is reasonable.
- 3) **All** Gifts and Hospitality received (together with the approximate value) must be registered by the Line Manager in a Register specifically set up for that purpose.

- 4) All Gifts received can only be accepted corporately and distributed fairly with no individual personally accepting and retaining a gift.

In responding to offers of hospitality the following basic principles should be borne in mind: -

- Any actions which involves a member of staff in fraudulent activity will be the subject of criminal investigation and regarded as gross misconduct, and may result in summary dismissal.
- Any action which involves a member of staff in direct financial gain must be avoided other than as detailed above.
- Occasional business lunches with existing Contractors/Consultants is permissible.
- Any action which could be construed as dubious must be avoided.

Such action, for example, relates to accepting hospitality from an organisation involved in tendering for work or which has no previous business relationship with Linstone.

Staff must always ensure that they do not give the impression that they can be influenced in any way, to show favour or disfavour to any person or organisation.

Staff who receive an invitation to an event should always refer this to their Line Manager for advice. The Manager should refer any doubtful or significant events to the Director for a decision.

These invitations should also be recorded in the Register of Interest.

The Director will Report the content of the Register to the Committee on a quarterly basis, and highlight all relevant information.