



POLICY STATEMENT ON GIFTS AND HOSPITALITY

While recognition and appreciation is important, this policy is to ensure we meet requirements related to Charity Commission guidance, anti-bribery regulation and volunteering good practice. Members should approach a staff contact if they have any questions or concerns.

1) Gifts and hospitality offered to members when volunteering for the RSC:

- a) Members should never expect or generally accept gifts from outside the RSC as a reward for their volunteering.
- b) Members must treat with caution any offer of gifts from outside the RSC arising from their volunteering.
- c) One-off gifts of a trivial nature, such as a box of chocolates or flowers, may be accepted.
- d) Conventional hospitality (such as a dinner or overnight stay) may be accepted where it is normal and reasonable in the circumstances. For example, when speaking at an event, members may accept overnight accommodation paid for by the organiser but the value of this should be reasonable in the circumstances.
- e) Before accepting any gift, members must consider whether doing so is in the direct interest of the RSC as a charity and proportionate to that interest. When considering this, members should think about whether a fair minded member of the public, knowing the facts of the matter, would see anything improper or suspicious in the gift or hospitality being offered.
- f) It is acknowledged that in rare cases refusal to accept a gift may cause embarrassment or offence to the donor and/or reputational damage to the RSC. Members need to exercise discretion in such circumstances and should approach their staff contact if in any doubt.
- g) When a gift over the value of £30 is accepted, members should consider whether, in the interests of transparency and probity, it would be appropriate to donate it to charity.
- h) All gifts whether accepted or declined which exceed a notional value of £30 must be recorded on the Gift Register (appendix 1). If members are in any doubt of the likely value of any gift, the details should be provided for inclusion in the Register.
- i) Gifts of cash or vouchers with a monetary value offered to individual members must always be refused and never offered to others.
- j) Members do not need to declare meals provided in the course of attending meetings/events.

2) Gifts and hospitality offered by members to those outside the RSC

- a) Members should generally avoid offering gifts to those outside the RSC who are working or seeking to work with the RSC.
 - b) One-off gifts of a trivial nature may be offered to others where it is normal and reasonable. For example, a box of chocolates may be given to a speaker at a local event.
 - c) Conventional hospitality may be offered to others where it is normal and reasonable in the circumstances. For example, a Trustee may offer to pay for lunch when meeting with one of the RSC's stakeholders to discuss the work of the RSC.
 - d) Where a member uses their own money to pay for a gift or hospitality, they may claim back the money spent through the normal member expenses process. Members should talk to their staff contact before purchasing a gift or hospitality.
 - e) All gifts which exceed a notional value of £30 must be recorded on the Gift Register.
- 3) **Gifts given to members from RSC funds (including all funds held by member network groups):**
- a) It is permissible to buy a small gift as a:
 - i) leaving or retiring present for volunteers on governance boards and committees and member network group committees;
 - ii) thank you for an outstanding personal contribution;
 - iii) token of support for a volunteer experiencing serious personal difficulties.when it is in the RSC's best interests.
 - b) The value of such gifts should be minimal. For the purpose of this statement this is set notionally as a maximum of £50. Any gifts greater than £50 must be approved by a member of the Leadership Team.
 - c) All such gifts over £30 must be recorded on the Gift Register.
 - d) The relevant secretary to the board or committee is responsible for overseeing the giving of small gifts to member volunteers. Where this does not apply, a relevant staff budget holder or honorary officer of a member network committee must assume this responsibility.
 - e) RSC funds must never be used to buy gifts for members of RSC staff.

David Barr

Head of Governance

July 2019