



## Gifts and Hospitality Policy

### **Introduction**

1. This policy sets out guidance for staff, and where appropriate CANI office-bearers, on the principles governing the acceptance of gifts and hospitality.
2. The overriding objective is to ensure transparency in the dealings of **The Canoe Association of Northern Ireland**, which in turn is a safeguard against allegations of misconduct. The fundamental principle of this policy is that a member of staff or office-bearer should not do anything that might give rise to the inference that they have been influenced by a gift or hospitality to show bias for or against anybody or any organisation in carrying out their duties.
3. **The Canoe Association of Northern Ireland** expects all staff, and where appropriate office-bearers, to comply with this policy. Failure to do so may result in action under the staff disciplinary procedure and could lead to dismissal for employees or loss of office for office-bearers

### **Gifts**

4. In general, gifts should be refused. However, in cases where refusal is likely to offend the donor, some discretion may be exercised: Staff should report the offer of the gift to their line manager who will decide, based on the nature, value and origin of the gift, whether it should be refused, accepted or donated to charity.
5. Staff may accept occasional seasonal gifts of low value such as calendars, diaries and pens. It is not necessary to ascertain the exact value of such gifts but anything that appears to be worth more than [£25] should not be accepted. Staff should exercise careful judgment in such cases.
6. Trade or discount cards and any other services provided which might allow staff to benefit personally from the purchase of goods and services at reduced prices, are regarded as gifts and should not be accepted under any circumstances.

## Hospitality

7. Working lunches on a modest scale, and on an occasional basis, are a part of normal business practice and staff do not require formal approval to attend them. However, if staff receive a prior invitation to a more formal lunch or dinner or regular working lunches, they must seek approval to attend from their line manager. It is important that approval is sought as early as possible.
8. As is the case with gifts, the refusal of an invitation may sometimes cause embarrassment or appear discourteous and this will be taken into account by the line manager when making a decision. The line manager will also take account of the timing of the invitation in relation to decisions which The Canoe Association of Northern Ireland may be taking affecting those offering the hospitality.
9. Invitations to other events such as launches, conferences, arts or sporting events etc. should be dealt with in the same way.
10. Invitations to attend all-expenses-paid study tours, site inspections or product demonstrations should always be the subject of prior approval by CANI Council, particularly if overseas travel is involved.

## Register

11. In order to counter any possible accusation or suspicion of improper conduct, **The Canoe Association of Northern Ireland** will maintain a central register of gifts and hospitality. All gifts and offers of hospitality should be recorded within one week of the offer wherever practicable. This applies whether they have been accepted or refused.
12. The register should be inspected and reviewed regularly by CANI Chairman.

**SIGNED:** \_\_\_\_\_ **Chairman**

\_\_\_\_\_ **Secretary**