



## **Brasenose College Gifts, Tips and Hospitality (All Employees) Policy**

**January 2011**

We recognise that the giving and receiving of gifts and hospitality where nothing is expected in return helps form positive relationships with third parties where it is proportionate and properly recorded. This does not constitute bribery and consequently such actions are not considered a breach of the College's Bribery and Fraud policy.

### **Reporting receipt of gifts and tips and hospitality**

#### **1. Gifts And Tips**

Staff who receive gifts, tips and hospitality worth in excess of £25 should report the details immediately to their Head of Department who will make a record in the 'gifts register'. In the event that high value gifts of over £50 are received, the relevant College Officer or the Manager should be informed immediately in case there are other implications to consider.

(Gifts include flowers, food, drink or event tickets when not used in a hosted business context.)

#### **2. Hospitality**

Hospitality includes entertaining; meals or event tickets (in a hosted business context) given or received to initiate or develop relations. Offers of hospitality should be recorded in the 'hospitality register', whether accepted or not. In the event of high value offers of hospitality worth over £50, the relevant College Officer or the Manager should be informed immediately as there may be other implications to consider.

#### **3. Reporting**

A summary report of the tips, gifts and hospitality received will be submitted to the Personnel Committee for review on an annual basis by the HR Manager.

**As the law is constantly changing, this policy is subject to review and Brasenose College reserves the right to amend the policy without prior notice.**