

Accepting and Giving Gifts

Background

This policy is intended to assist all staff, trustees and volunteers in following the guidance and legislation on the giving and receipt of hospitality or gifts.

The law relating to bribes (gifts given in hope of influence) is set out in The Bribery Act 2010

Every member of staff, trustee and volunteer has a personal responsibility around hospitality and gifts. In case of doubt, individuals should discuss the matter with their line manager.

It is the responsibility of each person to ensure they are not placed in a position that risks, or appears to risk conflict between their Springboard duties and their personal interests. Non compliance with this policy may lead to action under the Disciplinary policy.

Gifts from Service Users or their Relatives

Families may wish to express their thanks and appreciation for the support they receive by giving gifts to staff or volunteers. Reasonable and proportionate gifts of e.g. flowers or chocolates, or gifts that can be shared with colleagues may be accepted.

However it is not acceptable to accept larger gifts from service users, service users' relatives or external agencies or bodies. To do so, places the individual in position where suggestions or allegations of undue influence, impropriety or special attention could be made.

It is understandable that some service users or their family may wish to thank staff and volunteers who have developed a close working relationship with them and refusal of a gift may offend. Therefore, to protect staff and service users the following should be adhered at all times.

If a service user or one of their relatives offers a larger gift, you should politely decline and suggest that a charitable donation be made to Springboard as an alternative.

If this suggestion is ignored, accept the gift and notify your line manager as soon as reasonably possible. Any such gift will be acknowledged and the donor thanked in line with our current practice.

If Trustees are offered a gift, they should follow the above guidance and inform the Full Board.

Gifts to Service Users or their Relatives

It is not acceptable to give a child or their carers / relatives an individual gift. This risks the professional relationship we have with our families and could lead to accusations of favouritism.

Any decision to give a gift for any reason will be made by Springboard and come from the organisation. If you would like such a gift to be considered, you must discuss this with your Line Manager.

Suppliers and contractors

Employees should not accept gifts which may be, or be capable of being construed as being able to influence a purchasing decision or cast doubt on the integrity of such decisions. Casual gifts offered by contractors, for example at Christmas time, should be declined except where they are of low intrinsic value (e.g. small stationery items such as diaries or calendars, below £10 in value).

On occasions the Full Board will authorize the giving of gifts associated with personal esteem or welfare (e.g. flowers for retiring employee). Gifts should be reasonable and limited in value.

The personal acceptance or giving of monetary gifts is not acceptable in any circumstances. Should an individual or organisation wish to demonstrate their appreciation in some way, they should be invited to make a charitable donation to Springboard.

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on	15 th November 2021
Date to be reviewed	
Signed on behalf of the Board of Trustees	
Name of signatory	Elizabeth Manning
Role of signatory	Chair of Trustees