



Women in the Fire Service UK

Acceptance of Gifts and Hospitality

This document details the policy of Women in the Fire Service (WFS) company number 6577352

If you have any queries about this policy and or procedure, please contact The Company Secretary via the registered office.

Policy Statement

The WFS expects its elected officers and employees to give the highest possible standard of service to its members and to behave in an open, transparent, and appropriate manner

This policy aims to

- ensure transparency in the dealings of WFS
- safeguard against allegations of misconduct on the part of WFS, its officers and or employees.
- Under the legislation listed below, it is an offence for employees or officers to accept any gifts or other consideration as an inducement or reward for
 - doing, or refraining from doing, anything in their official capacity
 - showing favour or disfavour to any person in their official capacity

Failure to comply with this policy will be treated as an issue of conduct and dealt with under the WFS disciplinary procedures. This may, ultimately, lead to dismissal (employees) or removal from post (officers).

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Scope

This information in this document applies to all elected officers of the WFS and employees of the WFS

Responsibilities

Elected Officers/Employees must not

- accept a gift or hospitality as an inducement or reward for anything they do in connection with their duties for WFS
- accept a gift or hospitality if acceptance may be open to misinterpretation
- accept a gift or hospitality if it puts them under an improper obligation
- accept any discount that is offered to them individually over and above that which is offered to the general public

Elected Officers/ Employees must

- notify the HR & Policy of any gift or hospitality accepted in connection with their role in WFS using the relevant disclosure form
- report any concerns they may have in relation to the offering or accepting of gifts and hospitality

Line Managers will

- ensure that employees are made aware of this policy
- ensure that offers and acceptance of gifts and hospitality are recorded on the register of gifts and hospitality

The HR & Policy will

- maintain a register of gifts and hospitality accepted by individuals in connection with their office or employment with WFS
- advise employees and officers in respect of the acceptance and/or registering of gifts and hospitality

The National Executive Committee will review the register of Gifts and Hospitality

- at the Annual General Meeting
- Upon the resignation of an elected officer or employee

The HR & Policy will

- advise on procedures for dealing with breaches of this policy
- seek legal guidance where appropriate

Procedure

Gifts

As a general rule, all gifts should be refused tactfully. However, elected officers/employees may occasionally accept calendars, diaries, pens and other items of office equipment, stationery etc of token value given away as trade advertisements provided that they do not conflict with the general principles of this policy. Although it is not necessary to establish the exact value of such gifts, anything that appears to be worth more than £25 should not be accepted.

If several small value gifts are received from the same donor, within a period of 12 months, these must be recorded on the register of gifts and hospitality when the estimated accumulated value exceeds £25.

Elected Officers/Employees should take care not to display branded items when this may be taken as an indication of favour to a particular supplier or contractor, for example in the course of a procurement exercise.

An employee / elected officer who is uncertain of the appropriateness of accepting and registering a gift should seek advice from the Company Secretary.

Hospitality

There is an important difference between, for example, attending a function in an official capacity at another Fire and Rescue Service and accepting hospitality from a company or individual with an expectation to benefit from the arrangement.

Although it is difficult to give a firm dividing line between what is and is not acceptable, some offers of hospitality on an occasional basis are part of normal business practice and employees do not need formal approval to accept them.

Some invitations will always be unacceptable e.g. offers of holiday accommodation. Others, such as invitations to sporting fixtures, a more formal lunch or dinner or regular working lunches, evenings at the theatre or similar entertainment will be considered on the facts and circumstances.

As the refusal of an invitation may sometimes cause offence or appear discourteous, this will be taken into account when a decision is made. Consideration will also be given to the timing of an invitation in relation to decisions that the WFS may be making affecting those offering the hospitality e.g. a tendering process.

As a general rule elected officers/employees must seek prior, written approval before accepting hospitality (other than that not exceeding £25 in value such as working lunches on a modest scale) and the fact must be recorded in the register of gifts and hospitality

Wills and Bequests

If there is any connection between elected officers/employees' work with the WFS and their being a beneficiary under a will, elected officers/employees must seek prior, written approval before accepting and the fact must be recorded in the register of gifts and hospitality

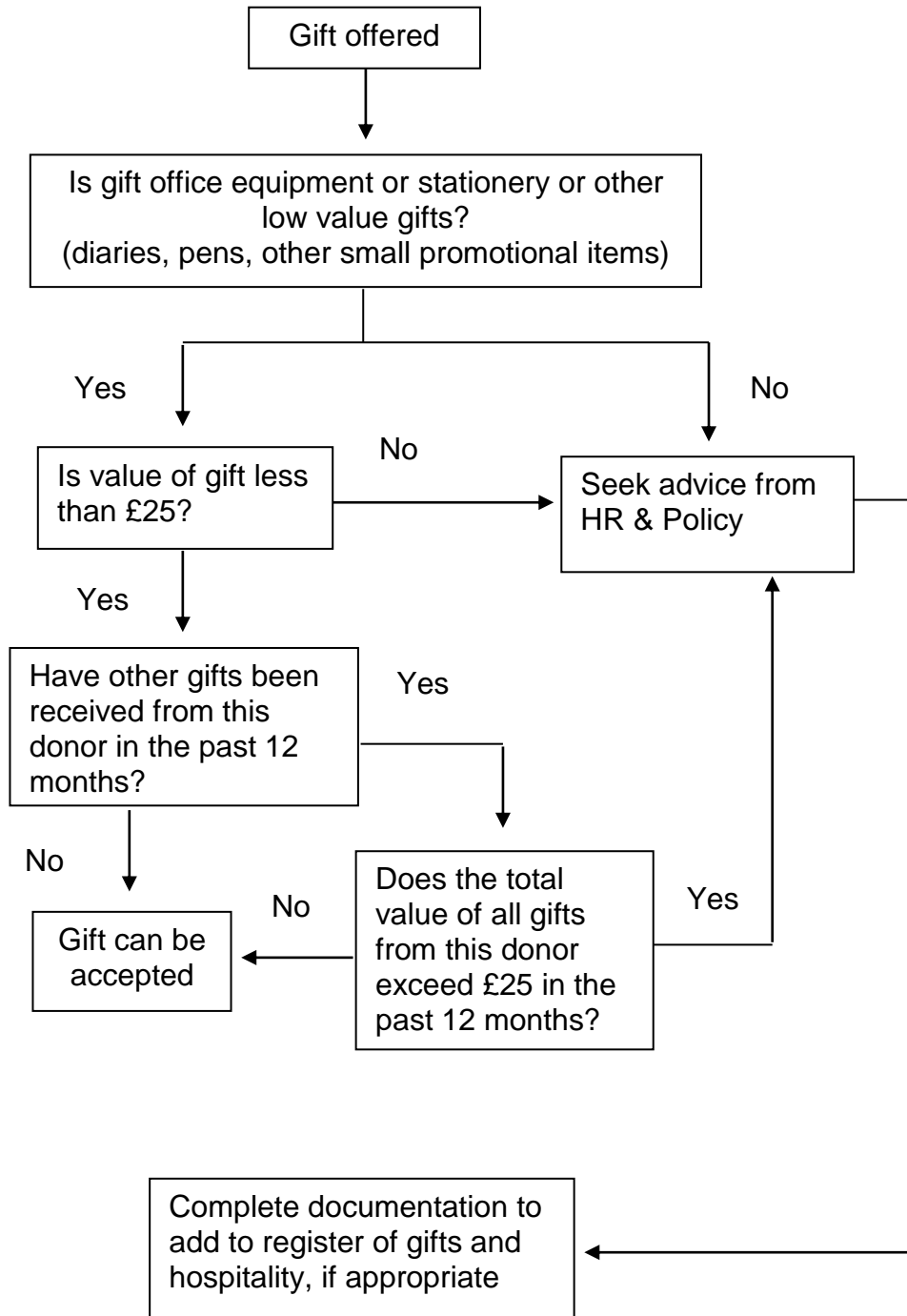
Sponsorship

Offers of sponsorship, other than where colleagues and others are giving sponsorship for a charitable purpose must be dealt with in the same way as gifts and hospitality.

Appendices

Flowchart – Acceptance of Gifts & Hospitality

Appendix 1



Register of Gifts and Hospitality

Appendix 2

Name		Estimated value of gift/hospitality	
Title/Role		Date offer made	
Details of the offered gift/hospitality			
Person/organisation making the offer			
Exact nature of the gift/hospitality			
Is donor dealing with you in respect of any legal, statutory enforcement or tendering matters? If so please give details			
If the gift/hospitality has been declined please give details of date and method of refusal			
Signature			
Print Name		Date	
Recommended action – giving reasons for the recommendation			
Accept			
Accept and donate to charity			
Refuse			
Other action			
Signature of (insert title)			
Print Name		Date	