



**Acceptance of Gifts and Hospitality**

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

If you have any queries about this policy and or procedure, please contact The Company Secretary via the website: <https://wfs.org.uk/>

**Policy Statement**

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.

**Version Control**

This document should be reviewed every 12 months from the last review date.

Version number	Last review date	Details of amendments
1	N/A	N/A
2	November 2025	Reformatted flowchart and form. Minor amends to content.

**Contents**

Scope ..... 3  
Responsibilities ..... 3  
Procedure ..... 4  
Appendices ..... 7

## **1. Scope**

1.1. The information in this document applies to all elected officers and employees of WFS.

1.2. 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 officers or employees 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.

1.3. 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 the removal from post (officers) or dismissal (employees).

## **2. Responsibilities**

### **2.1. 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.

### **2.2. Elected officers/employees must**

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

### **2.3. 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.

#### **2.4. The HR and Policy will**

- maintain a register of gifts and hospitality accepted by individuals in connection with their office or employment with WFS
- advise officers and employees in respect of the acceptance and/or registering of gifts and hospitality
- advise on procedures for dealing with breaches of this policy
- seek legal guidance where appropriate.

#### **2.5. The National Executive Committee (NEC) will review the register of Gifts and Hospitality**

- at the Annual General Meeting,
- upon the resignation of an elected officer or employee.

### **3. Procedure**

#### **3.1. Gifts**

3.1.1. 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, such as stationery etc. of token value, for example if 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.

3.1.2. 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.

3.1.3. 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.

3.1.4. An employee/elected officer who is uncertain of the appropriateness of accepting and registering a gift should refer to the acceptance of hospitality and gifts flowchart (Appendix 1), and/or seek advice from the Company Secretary.

## **3.2. Hospitality**

3.2.1. 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.

3.2.2. 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.

3.2.3. Some invitations will always be unacceptable however, for example 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.

3.2.4. 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 WFS may be making affecting those offering the hospitality, such as a tendering process.

3.2.5. 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

## **3.3. Wills and Bequests**

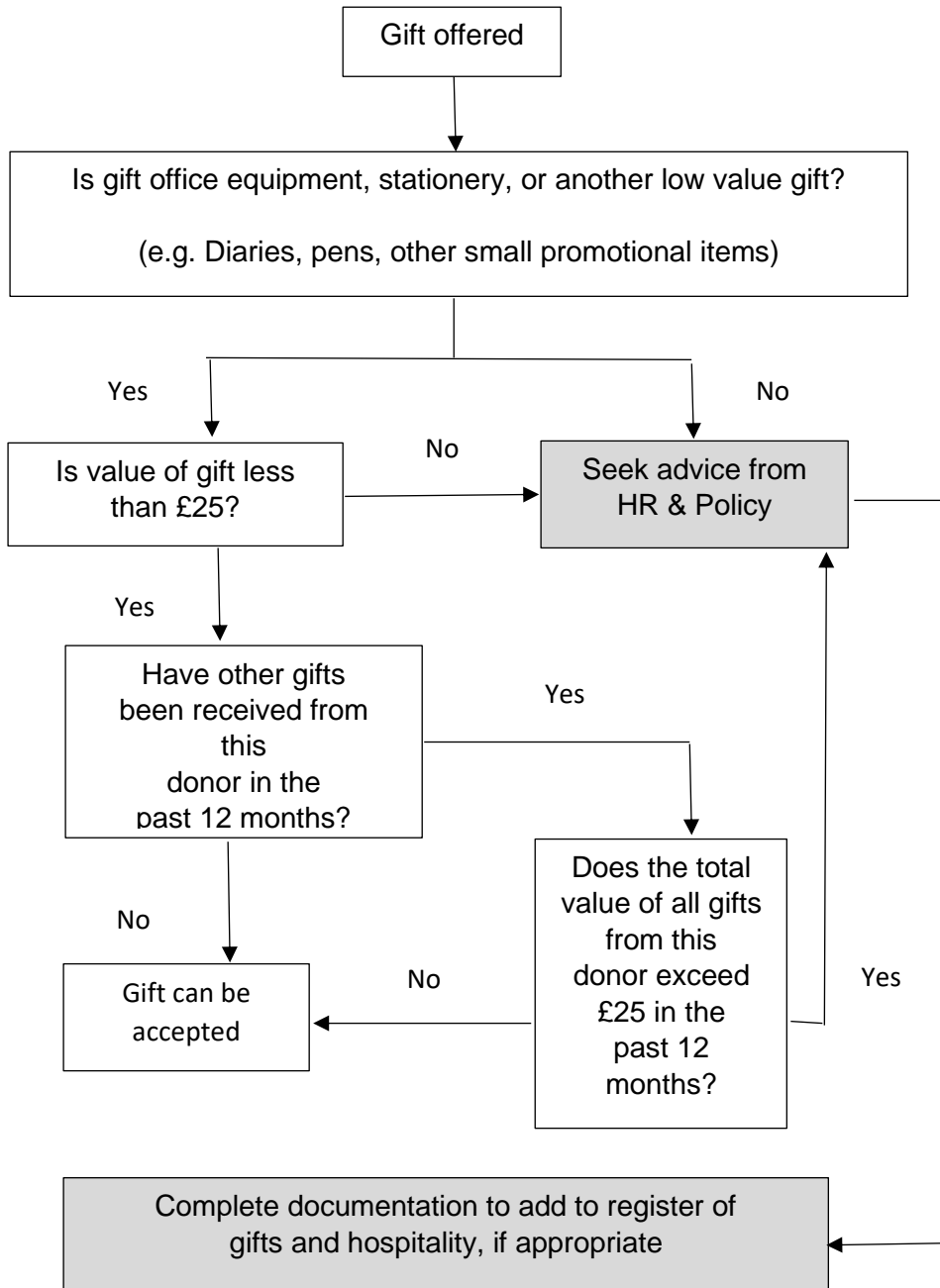
3.3.1. If there is any connection between elected officers/employees' work with WFS and their being a beneficiary under a will, elected officers/employees must seek prior, written approval before accepting, and the fact must be recorded in the register of gifts and hospitality.

### **3.4. Sponsorship**

4.4.1. 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.


**Appendix 1**

**Flowchart – Acceptance of Gifts & Hospitality**



## Appendix 2

### Register of Gifts and Hospitality

	<b>Register of Gifts and Hospitality</b>		
<b>Name</b>		<b>Known or estimated value of gift/hospitality</b>	
<b>Title/Role within WFS</b>		<b>Date offer made</b>	
<b>Contact details</b>			
<b>Details of the offered gift/hospitality (Include person/organisation making the offer)</b>			
<b>Exact nature of gift/hospitality</b>			
<b>Is donor dealing with you in respect of any legal, statutory enforcement or tendering matters? If so please give details</b>			
<b>Any other relevant information</b>			
<b>Signature</b>			
<b>Print name</b>		<b>Date</b>	
Completed forms should be sent to WFS Human Resources (HR)			
<b>Recommendation Decision</b>			
<b>Recommended action – giving reasons for recommendation</b> -Accept -Accept and donate to charity -Refuse -Other action			
<b>Signature</b>			
<b>Print name and WFS title/role within WFS</b>		<b>Date</b>	

