



Title of Policy/Procedure: **GIFTS AND HOSPITALITY POLICY**

Ratified by MC (Chair signature):

Date of ratification by MC:

Review Date:

STATEMENT OF INTENT

The intent of this Policy is to protect CADA NI members and volunteers and to avoid any conflict of interest that places them in a position that may call into question their conduct as part of their work for CADA NI. The protection of the professional integrity of CADA NI is paramount.

The Policy recognises the practical reality is that there may be circumstances where the receipt of small gifts will be appropriate, that on occasion refusal of gifts could cause offence and be to the detriment of CADA NI and similarly that there are circumstances in which it is appropriate to accept offers of hospitality.

RESPONSIBILITY

This Policy sets out the procedure that all members and volunteers must follow when receiving gifts and hospitality.

GUIDING PRINCIPLES

Guiding principles relating to the receipt of gifts and hospitality are:

- CADA NI members and volunteers are expected to be honest and transparent in the practice of receiving gifts and offers of hospitality.
- No favour or preference which is not generally available should be sought, accepted or given.
- CADA NI members and volunteers must not make use of their position to further their private interests or those of others.

DEFINITION

For the purposes of this Policy, a 'gift' is deemed to be any payment, item or offer of hospitality given to a member or volunteer on an apparent ex gratia basis by any party in connection with their work on behalf of CADA NI.

DISCLOSURE REQUIREMENTS

All members and volunteers are under an obligation to report by email the receipt of gifts, including the nature of the gift, actual or estimated value and the identity of the giver, to the Chair as soon as they are received.

ACCEPTANCE OF GIFTS

Gifts given that do not specifically state or make clear that the gift is intended for a particular member/volunteer as a personal reward, are deemed to be the property of CADA NI and may be shared amongst other members /volunteers as appropriate.

In cases where the Chair determines that the gift constitutes a small token of appreciation for a particular member/volunteer as a personal reward, the member/volunteer may, at the Chair's discretion, be permitted to retain the gift.

Therefore, small gifts that are genuinely given as a token of appreciation are acceptable, provided always that the member/volunteer properly declares the gift in line with this Policy and provided they do not subsequently treat the sender of the gift more favourably than other participant, organisation, supplier or contractor.

REFUSAL OF GIFTS

If the gift is intended for a particular member/volunteer and has a financial value of over £30, the member/volunteer may be required to return the gift to the sender with a polite acknowledgement of thanks and explaining that it is the CADA NI's policy that as a Charity, members/volunteers should not receive gifts over the value of this amount.

If, in the opinion of the employee/volunteer, the gift may constitute a bribe or other inducement, the member/volunteer will pass the gift to the Chair who will return it to the sender with a suitable letter explaining CADA NI's policy and asking the sender to comply with the policy in future.

MISUSE OF GIFTS

If CADA NI discovers a supplier or contractor has been used wholly or mainly because of the incentive of a free gift and, as such, the member/volunteer has not acted in the best interests of CADA NI, this will result in withdrawal of membership or volunteering position.

EXEMPTIONS

This Policy does not apply to promotional gifts i.e. items such as pens, mugs, calendars or stationery that bear the company name or logo of another organisation, provided that these have no significant financial value.

CHARITABLE DONATIONS

Charitable support and donations to CADA NI are acceptable, whether of in-kind services, knowledge, time, or direct financial contributions. However, members/volunteers must be careful to ensure that these charitable contributions are not used as a scheme to conceal bribery.

RECORDING

The receipt of all gifts will be recorded by the Chair of the Management Committee and an up to date copy of the register will be provided to the Treasurer for review at the last meeting of the financial year.