



Scottish Disability Sport

Gifts and Hospitality Policy

Reviewed by Board – June 2024

In terms of accountability, it is important for Scottish Disability Sport (SDS) to have in place a written policy that regulates the relationship between the organisation, its staff and the external environment. This policy provides a safeguard for SDS by providing clarity about the standards the organisation sets and what is expected of its staff.

The acceptance of gifts and offers of hospitality can give rise to suspicion of improper conduct, particularly if offered by individuals or companies that are undertaking, or hoping to undertake, business with the organisation.

As a consequence, SDS has developed its Gifts & Hospitality Policy to assist staff in complying with the standards set by the organisation. The Gifts & Hospitality Policy lays down the underlying principles of accepting and refusing gifts and hospitality, as well as providing a methodology for the recording of such instances.

This policy outlines accepted amounts with regard to gifts and hospitality and staff must ensure that any hospitality is recorded. This policy applies to all persons working for SDS or on behalf of the organisation in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners. This policy does not form part of any employee's contract of employment and we may amend it at any time.

Gifts

Staff may accept gifts of a low value such as calendars, diaries, pens, etc. It is not necessary to ascertain the exact value of such gifts but anything that appears to be worth more than £100 should not be accepted. Staff should exercise careful judgement in such cases. The offer of a gift should be reported to the SDS CEO who will decide based on the nature, volume and origin of the gift whether it should be refused or accepted.

Hospitality

Working lunches provided on a modest scale and on an occasional basis are part of normal business practice and staff are not required to obtain formal approval to

attend them. However, if staff receive a prior invitation to a more formal lunch or dinner, they must declare their intention to attend to their line manager.

As with gifts, the refusal of any invitation may cause embarrassment and this must be taken into account by anyone considering or approving such an invitation. Invitations to other events such as launches, conferences or sporting events etc. should be subject to the same scrutiny as above.

Invitations to attend all-expenses paid study tours, site inspections or product demonstrations must have prior approval from the CEO particularly if overseas travel is involved.

Register

In order to counter any accusation or suspicion of improper conduct, SDS will maintain a central register of gifts and hospitality. This register will be maintained by the SDS Senior Administrator.

All gifts (except gifts of low value) and offers of hospitality (except to modest working lunches/dinners) should be recorded on the gift and hospitality form and forwarded at the earliest opportunity. This applies whether they have been accepted or declined.

The register will be inspected annually.

Appendix 1

Gifts and Hospitality Form

This form should be used when reporting offers of gifts or hospitality, whether or not it has been accepted, so a record can be made on the Gifts and Hospitality Register in accordance with the SDS Gifts and Hospitality Policy

| Personal Details | |
|--|--|
| Your name | |
| Line manager's name | |
| Your location and phone number | |
| Details of the Offer | |
| Date of offer | |
| Reason for offer (where known) | |
| Name of person making the offer | |
| Name of their organisation (if appropriate) | |
| Description of offer | |
| Has the offer been accepted or refused? | |
| If accepted, name of person authorising acceptance | |
| Registration details | |
| Estimated value | |
| Has this been recorded on the appropriate register? | |
| <i>Please use this space for any other information, eg what is to happen with the gift or hospitality</i> | |
| | |

Appendix 2

SDS Gifts and Hospitality Register

This register should be used to record offers of gifts or hospitality, whether or not it has been accepted, to maintain a record of all gifts and hospitality in accordance with the SDS Gifts and Hospitality Policy

Gifts Offered/Received

| Date | Staff Member | Who Gift is from | Description of Gift | Value | Accepted/Decline |
|------|--------------|------------------|---------------------|-------|------------------|
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Hospitality Offered/Received

| Date | Staff Member | Who Invitation is from | Nature of Hospitality | Value | Accepted/Decline |
|------|--------------|------------------------|-----------------------|-------|------------------|
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