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D2N2 LOCAL ENTERPRISE PARTNERSHIP

GIFTS, ENTERTAINMENT AND HOSPITALITY POLICY

Gifts, Entertainment and Hospitality

As a general rule, no gift entertainment or offer of hospitality should be accepted without first seeking and obtaining permission from the Chief Executive of the D2N2 LEP. The following notes represent guidance on what constitutes gift, entertainment or hospitality and is applicable for both members of D2N2 Board (and their spouses, partners or relations) and to D2N2 members of staff (and their spouses, partners or relations).

Gifts, entertainment and hospitality is identified by the receipt or offer of gifts, meals, invitations to functions and events in relation to membership of the D2N2 board or as a member of staff. The above items are acceptable, if they align with reasonable boundaries that include occurrence and value. If the hospitality, entertainment or gift is inexpensive, routine and only very occasional, it is acceptable to accept. However, if the gift, entertainment or hospitality is more frequent and at a higher value than the accepted threshold of £50, then it is advisable to decline.

This is to ensure that the perception given of this gift, entertainment or hospitality is not one of appearing to influence or show bias for or against a person or organisation whilst on the D2N2 Board or as an employee.

This guidance should also be seen to apply to spouses, partners, and relations, if the gift, hospitality or entertainment can be perceived or argued to benefit the board member in question.

Acceptance of Gifts

The basis is that all gifts should be declined, unless the gift is of a promotional, seasonal or trivial nature such as diaries, calendars pens and so on if they bear company names and logos from which they are provided. These gifts should not exceed a value of £50. If a token gift is presented by an organisation it may be accepted if it has been authorised by the relevant member of staff.

Items of greater value than £50, or of lottery tickets, cash, gift vouchers or gift cheques cannot be accepted. This includes loyalty or discount cards that can be viewed as benefiting the individual. Frequent flyer cards, if gained from non-personal means, MUST NOT be used for personal flights.

All gifts must be reported and recorded accurately with the relevant information, in the hospitality register held by D2N2 LEP office. This should be done by emailing the D2N2 office manager (sally.hallam@d2n2lep.org) or by telephoning 0115 957 8250. D2N2 staff will complete the register with the Chief Executive's decision.