



# British School

## Quito

an Orbital Education School

<b><u>Gifts and Hospitality Policy</u></b>
Approved: June 2019
Reviewed: June 2021
Reviewed: May 2023
To be reviewed: May 2025

### **Why do we have guidance on gifts and hospitality?**

Your conduct as a member of staff should never lead anyone to question your interests or think that you have been influenced by gifts or hospitality. This is important because your own personal reputation and that of the school could be seriously affected if you inappropriately accept a gift or hospitality. It is also a criminal offence to demand or accept a gift or reward in return for allowing you to be influenced as a part of the school. This is why the school has guidance on gifts and hospitality which applies to all staff.

### **What is a gift?**

A gift is any item or service that you receive free of charge. It also includes any goods or services which you personally are offered at a discounted rate or on terms not available to the general public.

### **What is hospitality?**

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

### **What gifts or hospitality can be accepted without any approval?**

You can accept gifts and hospitality which are small gestures and have a value of \$100 or less without the approval of the Principal. Gifts and hospitality of this nature do not need to be recorded in the school's Gifts and Hospitality Register.

### **What things should I think about before I decide what to do?**

You should treat with caution any offer of a gift or hospitality made to you personally. In particular, think about whether there is a benefit to the school in you accepting; the scale, amount, frequency and source of the offer; the timing of the offer in relation to forthcoming decisions and whether accepting could be misinterpreted as a sign of your, or the school's, support or favour.

### **What gifts or hospitality need approval from the principal?**

Any gift or hospitality which is more than just a token (defined as having a value of more than \$100) should be politely refused or returned.

You must have the prior written approval of the principal if you decide to accept something which has more than this value and will only be given in exceptional circumstances.

If you or your principal have any concerns or doubts about the public perception that might be attached to accepting any gift or hospitality, then you must refer it to the Regional Head of Schools.

### **What gifts or hospitality should never be accepted?**

You must never accept:

- cash or monetary gifts;
- gifts or hospitality offered to your husband, wife, partner, family member or friend;
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process;
- lavish or extravagant gifts or hospitality, even if they relate to activities in your own time.

### **What should I do if I receive a gift without warning?**

If you estimate that the gift is more than just a token, you should politely and courteously decline the gift. If you feel that it would not be appropriate to do this, you should refer the matter to the principal as soon as possible and let the principal decide what you should do with the gift. Your principal may decide to return the gift, may ask the RHOS for an opinion, or may donate the gift to a worthy local cause.

### **What should I do if I am offered a gift or hospitality?**

You must make sure that all offers you receive which have a value of more than \$100 are reported to the principal for recording.

### **Do I need to record offers that I decline?**

Yes – all offers of gifts or hospitality which have a value of more than \$100 must be recorded in the school's register, even if you don't accept.

### What should I do if I am in doubt?

If in doubt, always speak to the principal. It is your responsibility to follow the school's guidance on gifts and hospitality and to justify why you choose to accept a gift or hospitality offered to you.

### What would happen to me if I didn't follow the guidance?

The school will take disciplinary action if you fail to follow the guidance. As it is a criminal offence to accept or demand a gift or reward in return for allowing you to be influenced as a part of the school, you could also be prosecuted by the Police.

### The DO's and DON'T's of GIFTS & HOSPITALITY

DO	DON'T
Read and follow the guidance on gifts and hospitality	Accept any gifts or hospitality which have a value of more than \$100 without approval.
Seek advice from the principal if you are in doubt	Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process.
Record all offers of gifts and hospitality which have a value of more than \$100 in the school's register, whether accepted or not	Accept cash or monetary gifts.
Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything	Accept a gift or hospitality as an inducement or reward.
Consider what perception would be in deciding whether the public's or not to accept a gift or hospitality	Accept gifts or hospitality unconnected to your work, even if the hospitality is taken in your own time.
Err on the side of caution when deciding whether to accept a gift or hospitality. If the thought of the acceptance makes you uncomfortable, do not accept	Accept gifts or hospitality offered to your husband, wife, partner, family member or friend.
Consider paying for yourself if offered any hospitality by a supplier or third party	



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### RECORD OF GIFTS & HOSPITALITY (accepted\* / refused\*)

*\*delete as appropriate*

This form must be completed by any member of staff receiving or declining a gift or hospitality, which relates to their position in the School and has a value of more than \$100. If the individual is concerned about the likely "level" of any gift or hospitality that he or she may receive, agreement from the Principal must be obtained in accordance with the school's guidance.

Name of staff member	Position held

Individual, company or organisation offering gift or hospitality

Date, time and venue	Gift/Hospitality

Nature and approximate value of hospitality/gift.

Accepted\*/Declined\* *\*delete as appropriate*

If accepted, has the gift been retained for personal use or for School use?

If accepted, reason for accepting hospitality/gift

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Principal / Foundation Director)

Signature: \_\_\_\_\_

**PLEASE SHARE COMPLETED FORM WITH THE PRINCIPAL BY EMAIL**