

## **NEXT STEP HOMES LIMITED**

### **POLICY STATEMENT ON RECEIPT OF GIFTS AND HOSPITALITY**

#### **1. General**

In general, the Association will discourage its staff, agents and Committee from receiving or offering hospitality to Contractors, Consultants, Tenants or anyone who may have a commercial or financial relationship with the Association, or who may be in a position to benefit from actions or decisions taken by the Association.

It is recognised however that there are circumstances where the acceptance of hospitality is in accordance with established business practice and will be to the benefit of the Association. This Policy Statement will set out the guidelines for dealing with such situations.

There are circumstances too where the acceptance of gifts is difficult to avoid and again this Policy Statement gives guidance on how these matters should be dealt with.

#### **2. Hospitality**

This Policy recognises there will be occasions when Members of Committee and also Officers of the Association and their agents may and indeed should accept hospitality from Suppliers, Contractors or Consultants, in order to maintain cordial relations. Such situations may include meals provided at major conferences, meals or refreshments provided in connection with the host's own functions (e.g. the formal opening of a new office for a Contractor or Consultant). The following guidelines should apply:-

Hospitality should only be accepted if:-

- a) the cost and general extent of the hospitality is such that the Association or the individual would reasonably be in a position to reciprocate;
- b) the event is in direct furtherance of Association business or is linked into the profession of the host (e.g. the Annual Dinner of a Professional Institute);
- c) guests include other parties other than the Association Officers or Committee, or
- d) where the hospitality can be regarded as subsistence, or incidental to the conduct of business.

No hospitality should be accepted from any Contractor, Consultant or other party with whom the Association or its Managing Agent is in dispute over any matter or where a tender for services has been received and is under active consideration or is about to be invited. This rule applies even if the hospitality extended does not arise directly from the work of the Association or the individual's involvement with it.

### **3. Gifts**

Committee and staff of the Association should discourage the giving of gifts but this Policy recognises there are circumstances where refusal or return of the gift would be inappropriate and discourteous. The following guidelines should then apply:-

- a) Where the gift is symbolic and commemorative of an event, e.g. the opening of a facility, and where there is no significant monetary value, the gift may be retained by the individual.
- b) Where the gift is delivered to the Association as a trading custom (e.g. exchange of alcohol at Christmas). Whether they are addressed to the individual or not, the gift will be received meantime by the Chief Executive of the Managing Agent and distributed by him for charitable or general Association purposes as he thinks fit.

In all other circumstances offers of gifts shall be courteously declined.

### **4. Gifts and Hospitality Provided by the Association**

The Association, its Office Bearers or senior staff of the Managing Agents may on occasions offer hospitality to partners, funders or other business contacts. Such hospitality will not exceed the provision of a meal in direct furtherance of Association business or in connection with an event hosted by or attended by the Association.

The Association may from time to time issue commemorative gifts, the value of which shall not exceed £25, in connection with an Association function

### **5. Register of Gifts and Hospitality**

Until such time as the Association appoints its own staff, the Chief Executive of the Managing Agents shall maintain a Register which shall be open to public display at all times, specifying occasions when Members of Committee receive hospitality, indicating the nature of the occasion and identifying their hosts and where appropriate their fellow guests. The Register will also show any gifts received by the Association, the occasion when such gifts were proffered, their approximate monetary value and the disposal in accordance with the terms of this Policy.

### **6. Monitoring and Review**

The Chief Executive of the Managing Agent shall provide a report to the Committee of Management not less than annually, specifying the gifts and hospitality received or offered. In addition, this Policy shall be subject to review and amendment by the Committee of Management not less than every 2 years.

**Date Approved by Committee of Management: 02.07.08**

**Review Period: 2 Years**

**Date Due for Review by Committee of Management: July 2010**