

Version:

1. Introduction

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Other gifts

You must notify your Manager in relation to other gifts which are more valuable than small promotional gifts. Your Manager will discuss the value of the gift and the context of which it is given with you, and decide whether it is appropriate in the circumstances to accept the gift.

It **will not** be appropriate to accept other gifts if they are:

- capable of being interpreted as placing an obligation on City & Guilds or giving a benefit to City & Guilds; or
- excessive, disproportionate, or inappropriate in the circumstances; or
- offered during negotiations or tender procedure by a party involved in those negotiations or tenders.

By way of guidance, it is generally acceptable to accept gifts under a nominal value of £30 (or a comparable sum in the relevant region) depending on the context in which the gift is given.

Gifts over the value of £30 should be carefully considered and approved by the relevant authority.

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Example – small scale hospitality

A supplier arranges for a sandwich lunch to be available at an on-site business meeting. You may accept this hospitality **without** this **does not** need to be recorded on the gifts and hospitality register.

Other hospitality

City & Guilds understands that hospitality is used in order to build and maintain business relationships and in many cases, it will be appropriate to accept an invitation to lunch, dinner, drinks or a corporate event with a customer or supplier.

However, it will not be appropriate to accept an invitation to a private event, such as a holiday or a weekend break, or to accept an invitation to a private event, such as a holiday or a weekend break.

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large given the service stated to have been provided; and/or

you are offered an unusually generous gift or offered lavish hospitality by a third party.

12. Protection

You should not be concerned about possible repercussions if you refuse to accept or offer a
bribe, or raise concern

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