



GUIDANCE ON ACCEPTING GIFTS AND HOSPITALITY

Gifts

Employees may accept occasional small gifts of appreciation in kind from clients (e.g. biscuits, a plant, flowers, an inexpensive bottle of wine). Such gifts should not cost more than £15. Employees must not accept a financial gift of any amount. However, if a client particularly wishes to show their appreciation in a financial way a donation to Mind in Croydon is acceptable. If a client insists on making a financial gift this must be passed on to the Hon. Treasurer or the Chief Executive for distribution to the most appropriate Mind project.

Hospitality

Accepting hospitality rarely presents an ethical problem to people working in the voluntary sector. Lunches and other refreshments provided by statutory, independent or voluntary agencies in the course of conferences, seminars, working meetings and AGMs are acceptable. Employees may also accept invitations to official receptions, celebrations and fund-raising events as representatives of Mind in Croydon. Small gifts, such as pens or books, which are made to all those attending such functions, may be accepted.

Hospitality of any kind, gifts or even donations to Mind should not be accepted from any company or agency which has or is intending to tender for a contract to do work for Mind (e.g. building or decorating). Employees should also be wary of accepting hospitality from individuals or agencies who could be the target of a complaint brought by or a campaign led by Mind (e.g. the owner of a private residential home).

If an employee is any in doubt about the propriety of accepting a gift or hospitality they should consult their line manager or the Chief Executive.

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