



Gifts and Legacies Policy

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Please read Fair Deal's Anti-Bribery and Corruption Policy Statement in conjunction with the Gifts and Legacy policy

Purpose

The purpose of this document is to establish a policy in relation to the acceptance of gifts and gratuities offered to staff of Fair Deal during, or resulting from, the exercise of their duties, employment, or office.

Aim

The aim of this policy is to establish a mechanism through which staff can report the offer or receipt of a gift, providing transparency and accountability which is open to scrutiny, from within or from outside the organisation.

Policy

To help clarify our position for both staff and the public, the following policy has been established. People who use Fair Deal services or their family carers have no need to reward employees in any manner except through co-operation and helpfulness in assisting us to give a high level of service. From time to time, people who use Fair Deal's services and their carers or relatives may wish to express their appreciation. We ask that this be done in one of the following ways:

- A donation to the organisation or service in recognition of the employee's work
- An edible gift that can be shared with the entire work group e.g., chocolate/biscuits
- A note to the employee's supervisor which becomes part of his/her personnel file
- A small gift, to the value of £5, on special occasions for example at Christmas, however this **MUST** be discussed with your Line Manager to agree acceptance is appropriate. No cash or extravagant gifts can be accepted. Any gifts accepted must be recorded for the sake of transparency

Other gifts/gratuities offered to an employee cannot be accepted. It is important that the offer of gift/gratuity must be reported to the Line Manager for recording purposes.

Staff members offered gifts/gratuities or consulted about gifts/gratuities, by people who use Fair Deal's service and/or their carers, should draw their attention to this policy and advise that they are not permitted to accept any personal gifts/gratuities.

There are also occasions when staff may wish to buy a gift for someone they support at Christmas\birthdays, staff should inform their line manager they are doing this and only small gifts, to the value of £5, should be purchased not extravagant ones. If it is a special occasion (a special birthday) and staff wish to purchase a more expensive gift, then this should be fully discussed with relevant Line Manager and recorded prior to the buying of a gift.

The responsibility for adherence to this policy is a joint one. Individuals who represent the organisation must be above reproach. They cannot allow themselves to be put into a position where their judgement can be influenced or be perceived to be influenced.

Document Information

Document Ref:	Gifts and Legacies Policy
Version:	4
Date of Version:	17/04/2023
Created By:	Margaret Fenton
Approved By:	Ann Marie Docherty
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
15/05/2019	2	Elaine Davidson	Added Front Cover and amended Footer
30/08/2019	3	Jill Grace	Added reference to Fair Deal's Anti Bribery Policy
17/04/2023	4	Morgan Cochrane	Updated document with new policy template