

## Gifts and Hospitality Policy

Date: January 2023

Review Date: January 2026

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<b>Policy Information</b>	
<b>Policy Title</b>	<i>Gifts and Hospitality Policy</i>
<b>Policy Number:</b>	POL 060
<b>Version</b>	5.0
<b>Policy Sponsor</b>	Chief Executive
<b>Policy Owner</b>	Director of Business Support
<b>Committee and date recommended for approval</b>	Audit and Risk Assurance Committee 18 January 2023
<b>Date approved by the Board</b>	9 February 2023
<b>Equality Screening Status</b>	1. Screened:13 February 2013 2. Screening Reviewed: 6 September 2017 3. Screening Reviewed: 22 September 2022
<b>Rural Needs Impact Assessment Status</b>	1. Rural needs impact assessed: 22 July 2019 2. Rural needs impact Reviewed :22 September 2022
<b>Date Set For Review</b>	January 2026
<b>Related Policies</b>	Conflict of Interests Policy Anti-Bribery Policy Anti-Fraud Policy Code of Conduct for Board Members Code of Conduct for Staff DAO (DFP) 10/06 (revised September 2009)

## **1.0 Introduction**

- 1.1 Libraries NI recognises that contractors and customers of our services may extend from time to time offers of gifts and hospitality to Board Members and/or staff. Libraries NI also recognises that its representatives and employees have a responsibility, in the interests of public confidence, to exhibit high standards of propriety, and carry out their role with dedication and a commitment to Libraries NI and its core values including: integrity, honesty, objectivity and impartiality.
- 1.2 It is also recognised that in the course of carrying out business it may on occasions be appropriate for Libraries NI to offer gifts and/or hospitality to individuals or groups in support of Libraries NI business.
- 1.3 The Libraries NI Codes of Conduct for Staff and Board Members indicate that Board Members and staff should conduct themselves with honesty and impartiality in the exercise of their duties. As a consequence, they should never receive benefits of any kind from a third party which might reasonably be thought to compromise their personal judgment or integrity nor should the provision of official gifts and/or hospitality give cause for reasonable suspicion that personal judgement or integrity has been compromised.
- 1.4 In this field, **perception is as important as reality.**

## **2.0 Purpose**

- 2.1 The purpose of this policy and associated guidance is to:
- provide a framework for managing the treatment of offers of gifts or hospitality in a consistent and transparent manner
  - provide clear parameters under which gifts and hospitality can be offered in support of Libraries NI business
  - enable stakeholders to have confidence in the integrity of the organisation
  - protect the integrity and reputation of the organisation, individual staff and Board Members

## **3.0 Policy**

- 3.1 The fundamental principle governing the offer, acceptance or provision of gifts and hospitality is that no member of staff should do anything which might give rise to the impression that they have been or might be influenced by a gift or

hospitality or other consideration to show bias for or against any person or organisation while carrying out official duties

3.2 In support of this principle Libraries NI will;

- provide guidance to staff and the Board on the treatment of offers of gifts and hospitality
- provide guidance to staff and the Board on the provision of gifts and hospitality in support of Libraries NI business
- maintain appropriate mechanisms to record and monitor offers of gifts and hospitality
- maintain systems of approval to ensure appropriate authority is applied to decisions relating to the treatment of offers of gifts and hospitality.
- publish a 'disclosure log' of gifts and hospitality for the Chairperson, Board Members and the Chief Executive and note on the website that records are also kept for all other relevant staff.

#### 4.0 Authority

**Policy Sponsor:** The Chief Executive has overall responsibility for the Gifts and Hospitality Policy.

**Policy Owner:** The Director of Business Support is responsible for ensuring the effective operation of the Policy and the associated guidance and for its regular review.

**Policy Contact:** The Head of Internal Audit is the policy contact in respect of clarification requests.

#### 5.0 Related Documents

Conflicts of Interest Policy  
Guidance on Managing Conflicts of Interest  
Code of Conduct for Board Members  
Code of Conduct for Staff  
Anti-Bribery Policy  
Anti-Fraud Policy  
Fraud Response Plan  
Registers of Interest

Guidance on Offers and Acceptance and Provision of Gifts and Hospitality  
(October 2022)

Code of Procedures on Recruitment and Selection

Procurement Procedures

DAO (DFP) 10/06 (revised September 2009)