

Great Britain Wheelchair Basketball Association

Gifts and Hospitality Policy

Introduction

It is important that systems exist within the GBWBA to prevent fraud and corruption and to uphold probity. The Financial Procedures and Controls Policy, Fraud Prevention and Detection Policy are designed to achieve this. The benefits of such systems are both to the GBWBA itself and to individual members of staff, who by following the requirements and guidance in this policy document, can be reassured that they are acting within the limits of acceptable business conduct.

Policy statement

As a general policy the GBWBA recognises that receiving gifts or hospitality may be appropriate in certain environments.

Scope of Policy

This policy applies to all staff employed by GBWBA, Trustees, Senior Volunteers such as the Head Official.

Legal position and Guidance

Under the Prevention of Corruption Act 1906 and 1916:

“It is an offence for employees corruptly to accept any gifts or consideration as an inducement or reward for; Doing or refraining from doing, anything in their official capacity, or Showing favour or disfavour to any person in their official capacity,

Under the Prevention of Corruption Act 1916, any money, gift or consideration received by an employee in public service from a person or organisation holding or seeking to obtain a Contract will be deemed by the courts to have been received corruptly unless the employee proves the contrary”.

Key Principles

The key guiding principle is that any gifts offered by contractors, suppliers or any other organisations that have a business relationship with GBWBA, which might reasonably be seen to compromise their personal judgement or integrity, should be politely but firmly declined.

Gifts

Staff, Trustees, etc. may receive gifts not related to contracts or potential contracts up to the value of £50.00. Any gifts over the value of £25 should be recorded on the form attached.

If a gift is given over the value of £50 and it is perceived that it would be an insult to refuse this gift, it may be received on behalf of the Association. GBWBA may then wish to display such a gift, retain it as an asset or dispose of it in a manner that is fitting.

Hospitality

Hospitality is a common activity within the world of sport and this may be accepted from current sponsors and partner organisations up to the value of £50. Any hospitality over this sum should be referred to the Chief Executive or Chairman. It is conceivable that the offer may be for an event or meeting.

Hospitality from organisations bidding for work can only be authorised by the Chief Executive or Chairman.

Awards

Association and Team Awards are the property of GBWBA and should be sent to the GBWBA office on receipt. Individual Awards such as medals and 'all star' awards may be retained by the player, coach, team member.

Giving of Hospitality and Awards

GBWBA may from time to time provide Hospitality and Awards if they are included within budgets and authorised by the Chief Executive and/or Chairman.

Staff compliance

All personnel mentioned in this document will receive a copy of the policy and procedure as part of their induction arrangements.

For existing staff an annual reminder will be given to all staff informing them of the need to comply with this policy.

Failure to disclose gifts and hospitality will constitute a disciplinary offence which will be handled in accordance with GBWBA's disciplinary procedure. If the gift in question is of significant value and the recipient is in a position to influence the GBWBA's dealing with the donor, the offence may be treated as gross misconduct.

PROCEDURE FOR RECORDING RECEIPT OF GIFTS AND HOSPITALITY AND COMMERCIAL SPONSORSHIP

As a general rule, gifts should not be retained if they might be construed as being a bribe or other inducement.

GIFTS, HOSPITALITY AND SPONSORSHIP REGISTRATION FORM

I confirm the offer/acceptance of a gift or hospitality set out below

1. NATURE

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2. ESTIMATED VALUE.....

3. COMPANY NAME PROVIDING GIFT/HOSPITALITY

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4. CIRCUMSTANCE OF THE OFFER

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5. REASON FOR ACCEPTANCE

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6. ANY OTHER INFORMATION WHICH THE RECEIVER OF GIFT, HOSPITALITY OR SPONSORSHIP FEELS IT APPROPRIATE TO PROVIDE

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.....

SIGNED:

DATE:

NAME:

DATE HOSPITALITY RECEIVED

MANAGER SIGNATURE **DATE**

Please complete and return to the Chief Executive