Gifts and Hospitality Policy

This policy sets out the principles and procedures for accepting or offering gifts and hospitality in the course of the Women's Engineering Society's work. It aims to:

- Protect the charity's reputation and integrity
- Ensure transparency and accountability
- Prevent conflicts of interest or undue influence

Scope

This policy applies to:

- Trustees
- Staff
- Volunteers
- Contractors and representatives acting on behalf of the charity

It covers all gifts and hospitality offered to or by individuals in connection with their role at the charity.

Acceptable gifts and hospitality

Receiving gifts

- **Low-value gifts** (e.g. under £40) such as thank-you tokens, branded stationery, or seasonal items may be accepted if:
    - They are not frequent or excessive
    - They do not influence decision-making
- **Gifts over £40** must be:
    - Declined or politely returned where possible
    - If accepted (e.g. due to cultural sensitivity), reported and recorded in the **Gifts and Hospitality Register**

Offering Gifts

Modest gifts (e.g. flowers, book tokens) may be given on behalf of the charity to speakers, volunteers, or partners where appropriate.

All gifts must be:

- Approved in advance by a line manager or trustee
- Reasonable and proportionate to the occasion

Hospitality

Hospitality (e.g. meals, event invitations) may be accepted or offered if:

- There is a clear business or charitable purpose
- It is not lavish or excessive
- It would not be perceived as influencing a decision or creating a conflict of interest

Prohibited Gifts and Hospitality

The following must always be declined:

- Cash or cash equivalents (e.g. gift cards over £40)
- Personal gifts from suppliers, contractors, or potential funders
- Offers of travel, accommodation, or entertainment not related to charity business
- Any gift or hospitality that could be seen to compromise integrity or impartiality

Declaration and Register

- All gifts or hospitality over £40, whether accepted or declined, must be recorded in the Gifts and Hospitality Register
- The Register is maintained by the Operations Manager and reviewed quarterly by the Finance and Audit Directors' Committee
- Trustees must declare all gifts and hospitality, regardless of value, to uphold the highest standards of governance

Conflicts of Interest

If a gift or hospitality could give rise to a perceived or actual conflict of interest, it must be declared and referred to the Chair of Trustees for guidance. The **WES Conflicts of Interest Policy** should be consulted in such cases.

Audit record

This document is reviewed every three years or as needed in response to internal or external triggers to ensure it remains current and aligned with any changes in laws, regulations, or company policies.

Role	Name	Date
Reviewer	Sarah Haslam, F&A DC member	12-07-25
Agreed by	Finance & Audit Directors' Committee	18-07-25
Approved by	Board of Trustees	02-09-2025
Next Review	Jan 28	