

# GIFTS & HOSPITALITY Policy & Procedure



Date	Version	Draft / Final	Distribution	Comment
Unknown	1.0	Final	Distributed	Versions known to exist pre 02/15
02/2015	2.0	Final	Distributed	Regular review/update of policies
07/2016	3.0	Final	Distributed	Re-branded with Getting Heard & minor changes to text.

## 1. POLICY

One of the fundamental principles of Getting Heard is independence. Any action which compromises this independence is unacceptable to the work of the organisation.

Getting Heard provides an advocacy service with **no expectation of financial or material reward** to the trustees, individual members, staff or volunteer advocates, other than any payment of a salary or agreed expenses.

Getting Heard does not seek gifts, hospitality or gratuities from people who receive the services of an advocate. Getting Heard as a registered charity is able to accept donations and bequests that are not a direct response to a service received.

At no time will an individual trustee, member, staff member or volunteer seek, accept or offer the loan of money or material items to or from people using our service, their relatives, carers or friends. Any loan in the nature of overall finance to the OA charity will be on a legal business basis which has been agreed by the Trustees.

## 2. PROCEDURE

### 2.1. Gifts, Hospitality and Gratuities

No trustee, staff member, volunteer or Getting Heard member should receive monetary or material gifts, including gifts in kind (e.g. a restaurant meal), as a direct payment for a service. This is made clear to anyone asking for an advocacy service at the beginning.

All donations, bequests or gifts proposed or actual, must be notified to their line manager as soon as possible who will decide on the appropriate response in consultation with the trustees. Legal advice will be sought if needed.

### 2.2. Wills

At no time may any Trustee, staff member, volunteer or Getting Heard member witness a will or financial document that includes any form of bequest or donation to Getting Heard or any individual representing Getting Heard. Getting Heard as a charity can accept bequests but these have to be made on a legal basis.

### **2.3. Loans**

No trustee, staff member, volunteer or Getting Heard member should give or receive a loan, to or from advocacy partners, whatever the circumstances.

## **3. FURTHER ADVICE & GUIDANCE**

Should there be any queries; line management should be consulted in the first instance for advice. In cases of doubt, the Director should be involved.