

# MindOut LGB&T Mental Health Project

## Guidance on Accepting Gifts and Hospitality

### Scope and policy statement

- This guidance applies to all MindOut staff, Trustees and volunteers.
- All decisions on whether to accept gifts or hospitality must be open to both internal and external scrutiny and must be in the best interest of the organisation and within acceptable limits.
- Acceptance of gifts and/or hospitality must not give rise to suspicion that individuals or organisations have gained favour or advantage.
- This guidance is to ensure that staff, Trustees and volunteers do not use their official positions for personal gain or to seek advantage for any private business or other interests in the course of their duties for MindOut.

### 1. Gifts

1.1 Employees may accept occasional small gifts of appreciation in kind from clients (e.g. Biscuits, a plant, flowers). Such gifts should not cost more than £15. No-one should accept a financial gift of any amount. However, if a client particularly wishes to show their appreciation in a financial way a donation to MindOut is acceptable. If a client insists on making a financial gift this must be passed on to the Director as a donation to MindOut.

1.2 All gifts received should be reported to a supervisor and entered on the gifts register in the shared folder.

### 2. Hospitality

2.1 Accepting hospitality rarely presents an ethical problem to people working in the voluntary sector. Lunches and other refreshments provided by statutory, independent or voluntary agencies in the course of conferences, seminars, working meetings and AGMs are acceptable.

2.2 Employees may also accept invitations to official receptions, celebrations and fund-raising events as representatives of MindOut. Small gifts, such as pens or books, which are made to all those attending such functions, may be accepted.

2.3 Hospitality of any kind, gifts or even donations to MindOut should not be accepted from any company or agency which has or is intending to tender for a contract to do work for MindOut (e.g. building or decorating).

2.4 Employees should also be wary of accepting hospitality from individuals or agencies who could be the target of a complaint brought by or a campaign led by MindOut (e.g. the owner of a private residential home).

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2.5 If an employee is in any doubt about the propriety of accepting a gift or hospitality they should consult their line manager or the Director.

#### **3. External Awards and Prizes**

3.1 There may be occasions where staff, Trustees or volunteers may receive an offer of an award or prize from an outside organisation in connection with their duties for MindOut. Trustees should consult the Chair, staff and volunteers their line manager, who will decide whether the gift, award or prize can be accepted and retained.

3.2 The individual will usually be allowed to retain the award or prize, provided it is of a token nature, offered in recognition of personal achievement. There must be no risk that the public could perceive it as a gift or inducement.

#### **4. Fees for Speaking Engagements**

4.1 Offers of fees for speaking engagements can be accepted provided it is clear that payments are made directly to MindOut and not to the individual concerned.

4.2 Where payment is in the form of a gift, the usual rules on accepting gifts apply.

#### **5. Sponsorship**

5.1 Sponsorship from private organisations may be sought as part of MindOut's fundraising activities.

5.2 Staff, Trustees, volunteers and their relatives are not permitted to receive any personal sponsorship from third parties who provide, or may tender for, services, works or supplies for MindOut.

#### **6. Ethical Implications**

6.1 MindOut's Trustee Board will consider the ethical implications of accepting sponsorship, gifts, donations and hospitality from private companies, eg health service providers, drug companies, financial companies etc, on a case by case basis.

6.2 Consideration will include any public perception that MindOut was endorsing services or products marketed by the organisation involved.