

## **Acceptance of Gifts**

### ***Cash or Cash Equivalents***

Offers of cash or cash equivalents (e.g. lottery tickets, gift vouchers or gift cheque) made by suppliers, contractors, service users or their relatives to individual officers of Mohill Family Support Centre CLG must be declined.

### ***Non Cash gifts***

Gifts of a small or inexpensive nature such as calendars or diaries or other simple or inexpensive items such as flowers and chocolates can be accepted. This type of gift can be easily distinguishable from more expensive or substantial items which cannot on any account be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, the matter must be referred by the Coordinator to the Board of Directors of Mohill Family Support Centre CLG.

### ***Exceptional Cases***

It is recognised that there are exceptional circumstances where refusal of a gift will clearly offend a donor, cause embarrassment or appear discourteous. In these cases, the donor should be advised that the permission of the Board of Directors of Mohill Family Support Centre CLG will have to be sought as to whether the gift can be accepted.

The Board of Directors Mohill Family Support Centre CLG will decide whether to:

- Allow the recipient to accept the gift or not
- Return the gift to the donor with a suitably worded letter explaining why the gift cannot be accepted
- Use or dispose of it, if possible, in or by Mohill Family Support Centre CLG.


### ***Hospitality received from Third Parties***

The handling of offers of hospitality is recognised as being much more difficult to regulate but it is an area in which Employees and Board of Directors must exercise careful judgment. It is recognised that it can be as embarrassing to refuse hospitality as it can be to refuse a gift. There is also a need to distinguish between simple, low cost hospitality of a conventional type, for example, a working lunch or evening meal compared with more expensive and elaborate hospitality. There is clearly a need for a sense of balance. There is concern that acceptance of frequent, regular or annual invitations to events or functions, particularly from the same source and where a considerable degree of hospitality is involved, may severely test the principles stated earlier and should be refused. However, there may be instances where employees and board of Directors receive invitations to events run by voluntary organisations such as annual conferences or dinners. Attendance at such

events is considered an integral element in building and maintaining relationships with these sectors and any hospitality received is likely to be reasonable and proportionate, and therefore acceptable.

The main point is that in accepting hospitality employees need to be aware of, and guard against, the dangers of misrepresentation or perception of favoritism by a competitor of the host. It is obviously easier to justify meetings which relate directly to the work of Mohill Family Support Centre CLG but where these happen outside working hours and on purely social occasions then they need to be justified as not being a personal gift or benefit.

When in doubt about accepting hospitality or an invitation you should consult the Mohill Family Support Coordinator. In all instances where anything beyond conventional hospitality is offered, the approval of the Board of Directors of Mohill Family Support Centre CLG should be sought.

Signed by the Chairperson: 

Date: 4-4-18

Signed by Committee Member: 

Date: 4-4-18