

Newcastle University

Policy on Gifts and Hospitality

The University is an educational charity and must use its funds to promote its charitable purposes. All members of staff and members of Council are expected to discharge the duties of their position to the best of their abilities, acting in good faith and in the best interests of the University. The guiding principles to be followed are:

- The conduct of individuals should not create suspicion of any conflict between their official duties and any private interests.
- The actions of individuals in their official, University capacity should not give the impression that they have been or may have been influenced by any benefit they have received from a third party.
- In exercising their University duties, individuals must not be influenced by the receipt, or promised receipt, of any benefit, gift or other inducement.

Receipt of Gifts and Hospitality

It is accepted that third party individuals and organisations may wish to offer gifts and/or hospitality to members of staff from time to time and a modest degree of hospitality can facilitate business relationships. The following rules must be observed:

- If a member of staff is involved in a procurement process he/she must not accept any gift or hospitality from an organization seeking to supply the service or goods in question. Reasonable hospitality, such as refreshments or a working lunch, may be accepted by members of staff only when visiting suppliers' premises as part of the procurement process in keeping with a normal business relationship.
- Gifts of cash must never be accepted.
- Normally no gift or hospitality of over £100 should be accepted. Where there is a reason to do so, the gift shall become the property of the University and should be forwarded to the Registrar. The Registrar shall determine whether the University should keep the gift or return it.
- Individual gifts of over £100 must not be made to third parties.

This policy does not, in any way, override the University's Financial Regulations, especially those relating to procurement, nor the University's policy on Conflicts of Interest. Provision of corporate hospitality is covered in the Travel and Expenses Policy at:

http://www.ncl.ac.uk/internal/finance/documents/travel_expenses_policy_2014.pdf

Gifts to members of staff or students should not be made from University funds, other than in exceptional circumstances, such as bereavement or serious illness when provision of flowers etc may be appropriate. In other circumstances, such as retirement, leaving, etc, gifts must not be made from University funds. Personal gifts to staff or students may be paid for via the collection of donations from staff/students.

John Hogan
Registrar October 2011

Approved by Council at its meeting on 6 February 2012