



Gifts & Hospitality Policy

**Reviewed: Mar 26
Next Review: Mar 29**

1. Purpose of Policy

- 1.1 This Policy sets out the rules all Rosehill committee members and employees (our people) must follow if they are offered a gift and/or hospitality by an external party. The Policy also covers circumstances in which gifts or hospitality may be provided by Rosehill.

2. Policy Principles

- 2.1 Our people must show high standards of integrity in their personal conduct and responsible stewardship of Rosehill's resources. For these reasons:

- You must never place yourself under any obligation to third parties.
- You should always treat any offer of a gift or hospitality with caution.
- You should always refuse any offer that is of a significant nature, or that could be seen by others as influencing your own or Rosehill's decisions.
- If in any doubt about whether to accept an offer of a gift or hospitality, you should either politely refuse the offer or seek advice before accepting it.

3. Legal and Regulatory Requirements

- 3.1 Our people are required to be familiar with and observe the terms of our Prevention of Fraud and Anti-Bribery policy. We prohibit any attempt to induce the organisation or our people to offer preferential services or business terms and we will at all times comply with the Bribery Act 2010.
- 3.2 Rosehill, as a Registered Social Landlord, is subject to the Freedom of Information (Scotland) Act 2002 in relation to certain functions. One of the duties relate to publishing certain types of information; we will hold a publicly available register of gifts and hospitality.
- 3.3 The Regulatory Standards of Governance and Financial Management requires RSLs to conduct its affairs with honesty and integrity (Standard 5). The related guidance (GS5.1) states further that "The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector."
- 3.4 GS5.4 also states that "Governing body members and staff declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position."
- 3.5 Having a clear and accountable approach to dealing with gifts and hospitality for committee and staff is an essential part of this.

4. Our Values

4.1 The delivery of our Vision and Strategic Objectives is underpinned by our Core Values:

Excellence

(always striving to do our best in everything we do)

Trusted

(by our tenants, service users, stakeholders, partners and our people)

Transparency

(be open, honest and clear about our activities, plans and decisions)

Engaged

(we will listen and be responsive to the needs of our tenants, other customers and our people)

4.2 The existence and implementation of our Gifts and Hospitality Policy is a good example of our Values in practice with particular reference to Trusted and Transparency.

5. Other Relevant Policies

5.1 This Policy is linked with the following policies/documents:

- Entitlements, Payments, and Benefits Policy
- Committee Members Code of Conduct
- Staff Members Code of Conduct
- Prevention of Fraud and Anti-Bribery Policy

6. Gifts and Hospitality offered to our people

6.1 Offers of Gifts

6.1.1 In general, it is our Policy that our people should not accept personal gifts from consultants, contractors, tenants or any other persons or organisations with whom they have contact on behalf of Rosehill. However, Appendix A to our Entitlements, Payments and Benefits Policy sets out the rules and conditions for accepting any gifts and hospitality. In addition to this criterion, we have set out further conditions for accepting gifts in different scenarios.

Gifts with a value of £70 or less

6.1.2 Our people may accept small gifts valued at £70 or less. In the case of Committee Members such gifts are likely to be in the form of diaries, calendars, and promotional items, etc.

6.1.3 For our employees, such gifts are usually a “thank you” from a tenant or customer and typically come in the form of flowers or chocolates or both. Such gifts offered by a satisfied customer are clearly intended as a token of personal appreciation, and refusal has the potential to offend the customer. If an employee considers that an unsolicited gift offered by a customer may be inappropriate, they should seek advice from the Chief Executive.

6.1.4 Gifts valued at £70 less can be accepted if:

- the cumulative value of gifts received from the same source in a 12-month period does not exceed £70;
- our people do not receive more than 3 such gifts from the same source in a 12 month period;
- the recipient records receipt of the gift(s) in our Gifts and Hospitality Register.

Gifts of a value exceeding £70

6.1.5 Gifts of a value in excess of £70 should not be accepted unless to do so would cause offence or otherwise damage our reputation. In such cases the recipient must:

- Advise the donor that the gift will be donated to charity or will form part of our annual charity fund raising activities
- Record the gift and the action taken in our Gifts and Hospitality Register within five days.

6.1.6 Our people should not regularly accept gifts from the same source and never more than three times from the same source within a 12-month period. This restriction is intended to protect our people from any suggestion of impropriety in how they conduct themselves when acting on our behalf. The total cumulative value of gifts received from the same source over the course of a year must never exceed £70. Our People should also record any offers that they decline and the reasons for this, in the register within five days.

Cash or cash equivalent gifts

6.1.7 It is our policy that our people cannot accept an offer of a gift if it is in the form of cash or a cash equivalent e.g. gift vouchers. If it would cause offence to refuse the gift, the recipient must advise the donor that the gift will be donated to charity. A record must be entered into our Gifts and Hospitality Register, along with details of action taken within five days.

Rosehill events

6.1.8 Where we receive gifts from suppliers or other partners (e.g. at Christmas) and they are under the value of £70, these may be used as prizes for Rosehill events e.g. raffle at AGM or staff raffle with proceeds donated to charity. A decision may also be made to donate such gifts to charity or a good cause of the Management Committee's choice. Any gifts in excess of £70 will automatically be used for the aforementioned purposes. All gifts must be recorded in our Gifts and Hospitality Register.

Refusal of gifts

6.1.9 Where offers of gifts are declined, this should also be recorded in the Gifts and Hospitality Register along with the reasons for refusal.

6.2 Offers of Hospitality

6.2.1 In line with our Entitlements, Payments, and Benefits Policy, offers of hospitality up to the value of £70 can be accepted but must be recorded in the Gifts and Hospitality event within five days of the event happening. An estimation of the value of the hospitality received must also be recorded.

6.2.2 Our people must not accept hospitality invitations with a value greater than £70 unless the prior consent of the Management Committee has been obtained. The type of hospitality being offered will also be taken into account e.g. we will not normally accept invitations to sporting events, concerts, golf tournaments, etc. In such cases the reasons for accepting the offer of hospitality must also be recorded in the Register and countersigned by the Chair.

6.2.3 In terms of corporate hospitality events our people should be particularly careful concerning invitations which are private and individual from prospective or current suppliers in any kind of tender related situation with Rosehill.

6.2.4 When considering an invitation to a corporate hospitality type event, the question which must be considered is whether the invitation is being made as a means of gaining advantage for the person or company making the invitation. If that is the case any invitation **must** be declined including in circumstances where there could be any reasonable perception of advantage. This is most likely to be the case in private invitations which are not open to others in the RSL or related sectors.

6.2.5 Invitations must always be declined in the following circumstances:

- During tendering periods involving the particular company or companies

of a similar nature;

- Within 8 weeks after the award of any contract for any purpose where the company has an interest or supplies similar goods or services;
- Immediately prior to, during or just after any discussions with the company regarding prices for the supply of any products or services

6.2.6 The following common-sense exceptions to these rules apply:

- It is not necessary to record attendance at openings or events arranged by other RSLs, Glasgow City Council, or bodies such as EVH, SHARE or the Scottish Federation of Housing Associations;
- Modest hospitality such as a sandwich lunch or networking event is allowed and does not need to be recorded in the Register.

7. Gifts and Hospitality provided by Rosehill

7.1 Gifts made by Rosehill

7.1.1 Rosehill will generally adopt a prudent approach to making gifts or offering hospitality to third parties, employees, and committee members. We will follow regulatory guidance, by restricting any gifts to items that are not of significant value, including:

- gifts to employees or committee members on certain occasions;
- promotional material given to employees and committee members;
- donation of prizes to tenant or community events;
- sponsorship of local clubs or giving prizes for local competitions;
- donations of a small value to local groups or charities;
- parties or organised events to celebrate special occasions.

There will be occasions where Rosehill will make significant donations or provide significant sponsorship and these will always be approved by the Management Committee. We have a separate Donations Policy.

7.1.2 Gifts from Rosehill to our people can be permitted in cases where it is to mark a special occasion or significant events including:

- Family events (e.g. marriage, milestone birthday, birth of a child),
- Retirement
- Leaving the organisation

7.1.3 These must be recorded in the relevant register and the value of such gifts will not normally exceed £120.

7.1.4 Connected people who are not employees are responsible for ensuring that any tax liability associated with a payment they are

entitled to receive is met.

7.1.5 Please note, that this does not include collections by our people using their own personal funds to mark special occasions. These are always permitted with no requirement to declare. **For staff, contractual terms may be in place that dictate the value of any gift upon retirement/long service.**

7.1.6 The Chair and/or the Chief Executive have authority to approve gifts, for example where it is appropriate to make a gesture of sympathy, outside the cycle of Management Committee meetings.

7.1.7 Rosehill provides laptops to its Committee Members to effectively manage the business of the Management Committee. Committee Members must sign up to the rules relating to the use of the laptops. The laptops remain the property of Rosehill.

7.1.8 As an alternative to a Christmas lunch for our people, Rosehill may decide to present a gift, up to the maximum value of £50 per person. Under HMRC requirements, gifts up to £50 for employees are classed as Trivial Benefits and do not require a payment of tax or N.I. However, they must meet the Trivial Benefits requirements.

7.2 Hospitality provided by Rosehill

7.2.1 Staff and committee members may attend parties or events organised by Rosehill to celebrate special occasions. Rosehill may also make a gesture of appreciation to committee and staff members by providing lunch or dinner on special occasions such as Christmas. In such cases the value will not normally exceed £70 per person.

7.2.2 Rosehill may provide hospitality to external parties in respect of business meetings or other events where Rosehill has official visitors. The Chief Executive will have delegated authority to approve any hospitality to be provided. In such cases the value will not exceed £50 per person.

8. Maintaining and Inspecting Register

8.1 The Chief Executive has overall responsibility for ensuring the Gifts and Hospitality Register is kept up-to-date and for ensuring compliance with the Policy. Employees who are recipients of permitted gifts and hospitality are responsible for recording the details in the Register. This also extends to any gifts or hospitality that have been declined. In the case of Committee Members, the Customer Services Officer is responsible for recording the details in the Register.

8.2 The Register is inspected annually by the Management Committee and signed by the Chair.

9. Circumstances not addressed by the Policy

9.1 It is possible that circumstances could arise which are not covered by this Policy. If this happens, or if in any doubt about the right course of action, committee members and employees should seek guidance from the Chair or Chief Executive before accepting or offering gifts or hospitality.

10. Breaches of the Policy

10.1 Disciplinary action may be taken against any staff or committee member who breaches this policy, and it may be treated as a breach of the relevant code of conduct.

11. Data Protection

11.1 On the 25th May 2018 the legislation governing data protection changed with the introduction of the General Data Protection Regulation (GDPR). Following the UK's exit from the EU, and the end of the transition period which followed, the GDPR formed part of the retained EU law and became the UK GDPR which together with the Data Protection Act 2018 constitute the UK's data protection legislation.

12. Risk Management

12.1 In all key areas of our business we need to consider any risks which may arise. To this end we have in place a robust Risk Management Policy and from this flows our Risk Register. We have identified our strategic risks which are regularly monitored by our Management Team, Audit & Risk Sub-Committee and the Management Committee.

12.2 Strong and effective Governance is fundamental to Rosehill's success as a business and to upholding its reputation. We recognise that not having a raft of governance policies and processes in place and ensuring adherence to them can lead to a number of risks including: poor governance, lack of confidence by our tenants, other service users and stakeholders; reputational damage and Regulatory intervention.

12.3 To mitigate such risks it is essential that we have a clear and comprehensive policy in place governing the gifts and hospitality to our people. This will ensure Rosehill conducts its affairs with honesty and integrity.

13. Equalities and Human Rights

- 13.1 Rosehill's Equality and Human Rights policy (January 2024) outlines our commitment to zero tolerance of unfair treatment or discrimination towards any individuals or group of individuals, particularly those belonging to a protected characteristics (as defined by the Equality Act (2010). This includes ensuring everyone has equal access to information and services, by making copies of all policies available in a variety range of alternative formats (i.e. large print, translated, etc.) in response to reasonable requests.
- 13.2 Rosehill is aware of the potential for policies to inadvertently discriminate against individuals or group of individuals. To help address this we carry out Equality Impact Assessments (EIA) to help identify any part of a policy that may be discriminatory so this can be addressed (please see Section 9 of our Equality and Human Rights policy for more information).
- 13.3 As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.

14. Review

- 14.1 This policy will be reviewed at least every 3 years to ensure it continues to comply with legislative and regulatory requirements.



Registered Office: 250 Peat Road, Glasgow, G53 6SA
tel **0141 881 0595** • email admin@rosehillhousing.co.uk
www.rosehillhousing.co.uk

Registered Scottish Charity, No. SC053776. Company Registration No. SP02220R.
A registered society under the Co-operative and Community Benefit Societies Act 2014 No. 2220R(S) and
with The Scottish Housing Regulator (Number HAC174).

