

AGE UK EXETER

Controlled Document

Document Name: Offers of Gifts & Legacies

Document Version Number: 5

Approved by Board of Trustees on: 2 December 2021

Review Schedule: Every three years

Next review due: December 2024

Owner (Responsibility): Chief Executive Officer

Revision History: See end of document.

Document Location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines/

Document Description

The relationship between the trustees, staff and volunteers of the charity and service users must be built on trust and responsibility.

This document sets out information for trustees, staff, and volunteers on the charity's stance on acceptance of gifts or legacies. It also explains the Bribery Act 2010 and its interpretation with respect to Age UK Exeter staff, volunteers, and trustees.

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

All aspects of this policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the CEO on info@ageukexeter.org.uk or at Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

Offers of Gifts and Legacies

The relationship between the trustees, staff and volunteers of the Charity and service users must be built on trust and responsibility. In the context of gifts and legacies, the nature of our work and the vulnerability of many of our service users, the following conditions will apply. Failure to follow this policy may result in disciplinary action.

It is not permissible for any reason, *unless specifically authorised by the Board of Trustees*, to:

- accept or seek a loan from a service user.
- be involved in the making of wills on behalf of a service user.
- accept money or any other gift or advantage, including a gift or legacy under a will (save as stated below) from a service user.

However, a modest gift other than money, under the value of £25, may be accepted where refusal would cause needless offence to the service user and he/she is not seeking favour, but merely wishing to express thanks. A gift voucher, with a maximum value of £25, is regarded as a gift and not money and can therefore be accepted. It is essential that all such gifts received are reported immediately to your line manager so that they can be recorded on the service user's file. Frequent offers of such gifts by service users should be discouraged.

Anyone unsure of how these conditions may apply in particular circumstances should contact their line manager, or a member of the management team, for clarification.

Bribery Act 2010

In accordance with the Bribery Act 2010 Age UK Exeter prohibits the following:

- offering, promising or giving, a bribe, whether cash or other consideration,
- to or from any person or company, wherever they are situated and whether they are a person, or company or public official or body;
- by any individual employee, agent or other person or body acting on Age UK Exeter's behalf;
- in order to gain any commercial, contractual or regulatory advantage for the firm in a way which is illegal/unethical;
- or in order to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

Hospitality

It is not the intention of the Act to criminalise bona fide hospitality. Such hospitality or gifts must not be excessive and must not place any expectation on the recipient to reciprocate or perform any other task in return.

If there is any doubt as to whether any gift or hospitality might constitute bribery please consult the CEO

Prevention and Reporting

All staff have a responsibility to prevent, detect and report bribery. Any suspicion of bribery or attempted bribery committed by or against an employee, agent or other party acting on behalf of the firm must be reported immediately to the CEO.

Revision History

Revision date	Summary of Changes	Other Comments
20.2.15	Routine review by Standards Committee. No changes made	
9.3.15	Approved by the Board of Trustees	Next review due February 2017
24.4.17	Routine review by Standards Committee.	Recommended to the Board for approval
9.5.17	Reviewed by the Board. Changed to allow the acceptance of gift vouchers with a maximum value of £25	Approved. Next review due May 2019
16.4.18	Amended to include the paragraph on the Bribery Act which was approved for the Financial Management Policy.	
15.04.19	Routine review by Standards Committee. No changes made	Recommended to the board for approval.
14 May 2019	Reviewed by the Board of Trustees	Approved Next review due May 2021
2 December 2021	Reviewed and updated – minor tweaks only and the inclusion of a sentence to state that failure to follow this policy may result in disciplinary action. Ratification by email sought.	Approved. Next review due December 2024.