

WITHAM AND HUMBER DRAINAGE BOARDS

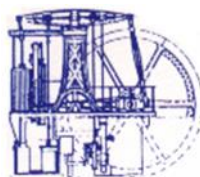
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Gifts and Hospitality Policy

Background	This policy sets out the Witham and Humber Drainage Boards' stance on the acceptance of gifts and hospitality in accordance with the Bribery Act 2010.
Statement	To protect the employees conflict of interest or acceptance of the gift which could affect the employees contract or perceived to do so
Responsibilities	Chief Executive for Implementing the scheme and ensuring that employees have necessary information. HR Lead and Line Managers to ensure that employees have the necessary information and that relevant forms are completed. HR Lead and Senior management team to review and revision of the policy
Training	HR Lead to offer support, guidance and training in the most appropriate approach
Equality and Diversity	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.
Association of Drainage Authorities (ADA)	Local Policy in Line with Lincolnshire Branch Wages and Salaries and Conditions of Service 2019
Dissemination	Board Website
Version	V3
Approval Date	July 2020
Review Date	3 yearly or as and when policy guidance changes

1. Introduction

- 1.1 This policy sets out the Witham and Humber Drainage Boards' stance on the acceptance of gifts and hospitality in accordance with the Bribery Act 2010.
- 1.2 Gifts of a very low monetary value are permitted (£25.00 or below); Employees are permitted to accept offers of gifts above the low monetary value and/or corporate hospitality on the condition that prior authorisation is sought from the employee's line

manager and providing there is no conflict of interest or acceptance of the gift which could affect the employees contract or perceived to do so. Employees should be aware of the definitions of 'gift' and 'hospitality' given below.

- 1.3 Employees are advised to use their judgment on whether a gift would meet the definition of "appropriate". When considering this, employees should take into account the bearer of the gift and context in which it is offered. Could it be seen as an incentive during an initial tender to exercise, for example; Employees who require clarification on the appropriateness of an offer must speak with their line manager before acceptance of such.
- 1.4 Please also refer to the Employee Handbook and the Anti-Bribery Policy, including the procedures outlined for the Gift Register process for the Boards.

2. Gifts

- 2.1 The Boards recognise that the giving and receiving of gifts and hospitality where nothing is expected in return helps form positive relationships with third parties, where it is proportionate and properly recorded. This does not constitute bribery and consequently such actions are not considered a breach of this policy.
- 2.2 Gifts include:
 - money
 - goods (flowers, vouchers, food, drink, event tickets when not used in a hosted business context)
 - services or loans given or received as a mark of friendship or appreciation.
- 2.3 Hospitality includes:
 - entertaining
 - meals or
 - event tickets (when used in a hosted business context) given or received to initiate or develop relations.
- 2.4 Hospitality will become a gift if the host is not present.
- 2.5 No gift should be given nor hospitality offered by an employee (or anyone working on the 4 Boards' behalf) to any party in connection with the Boards' business without receiving prior written approval from one of either the Chief Executive, Director of Operations and Engineering and the Director of Finance and Governance. Similarly, no gift nor offer of hospitality should be accepted by an employee or anyone working on the 4 Boards' behalf without the prior written approval from either the Chief Executive, Director of Operations and Engineering and the Director of Finance and Governance.
- 2.6 A record will be made of every instance in which gifts or hospitality are given or received. The record will be maintained by the Executive Assistant in the Gifts and Hospitality Register.