

**POLICY ON ACCEPTING GIFTS AND HOSPITALITY****Background**

1. All Governors should conduct themselves with integrity, impartiality and honesty at all times.
2. Governors should maintain high standard of propriety and professionalism. This includes avoiding laying themselves open to suspicion of dishonesty, and not putting themselves in a position of conflict between their official duty and private interest.
3. This policy should be read in conjunction with the University's Anti Bribery Policy at: <http://portal.solent.ac.uk/documents/finance/anti-bribery-policy.pdf?t=1445346742632>
4. Governors may necessarily spend time with other organisations where it is normal business practice or social convention to offer gifts, hospitality or awards. Offers of this kind can place Governors in a difficult position: to refuse may cause misunderstanding or offence; however, to accept may give rise to questions of impropriety or conflict of interest.
5. Governors should not accept any benefit as an inducement or reward:
  - (a) for taking any action (or specifically not taking action) in his or her official capacity.
  - (b) for showing favour (or disfavour) to anyone in his or her official capacity.
6. The guiding principles are:
  - (a) the conduct of individuals should not create suspicion of any conflict between their official duty and their private interest;
  - (b) the action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.
7. Governors should not accept any gift, reward or hospitality from any organisation or individual with whom they have contact as Governors as an inducement either for doing something or not doing something in their official capacity.

8. Particular care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with the University. Although it is conventional in some parts of the private sector for businesses to exchange seasonal gifts, this is not an acceptable practice in the University. Gifts of a trivial or inexpensive nature may be accepted, but more substantial or expensive offerings should be declined.
9. Examples of acceptable gifts are outlined in Section 5 of the Anti Bribery Policy at: <http://portal.solent.ac.uk/documents/finance/anti-bribery-policy.pdf?t=1445346742632>