

13 March 2009

COLLEGE NOTICE

POLICY AND PROCEDURE FOR THE ACCEPTANCE OF GIFTS AND HOSPITALITY BY STAFF

A new Policy for the Acceptance of Gifts and Hospitality by staff has been approved by the Management Board for Implementation with immediate effect. The policy sets out the standards of behaviour the College expects from its staff when they are offered gifts and hospitality by external organisations or have personal, financial or other beneficial interests in any transaction between the College and a third party.

Staff may, in certain circumstances and subject to the procedures set out in the Policy, accept offers of gifts, benefits and hospitality. However staff must at all times act in a way that is fair, impartial and unbiased. The receipt of gifts, benefits and hospitality can create conflicts of interest and may give rise to an adverse inference as to the integrity of either the donor or the staff member.

Before accepting any offers of gifts, hospitality or other benefits of **£50** or over in value staff members must seek the approval of their line manager.

In addition, any gifts, hospitality or other benefits of **£250** or over in value must be formally registered within 28 days of the date of receipt (see the Policy for details of how this should be done).

A copy of the full Policy can be found on the College's website at:

[http://www8.imperial.ac.uk/content/dav/ad/workspaces/secretariat/Policy%20on%20Gifts%20and%20Hospitality%20\(Jan%202009\).pdf](http://www8.imperial.ac.uk/content/dav/ad/workspaces/secretariat/Policy%20on%20Gifts%20and%20Hospitality%20(Jan%202009).pdf)

Rodney Eastwood
College Secretary