

BF GIFT & HOSPITALITY POLICY

Last Updated: 6th October 2022

Last Approved by Board: 13th December 2022

1. INTRODUCTION

In the course of their interaction with British Fencing ('BF'), Colleagues (as defined below) may wish to offer, be offered, or otherwise receive gifts, hospitality, entertainment or other things of value.

This policy sets out how these offers should be managed.

2. THE SCOPE OF THE POLICY

2.1 This policy applies to:

- 2.1.1 all personnel of BF whether full-time, part-time or temporary;
- 2.1.2 all volunteers who have positions of authority within BF;
- 2.1.3 any consultants doing commissioned work for BF;
- 2.1.4 any contractors undertaking work for BF; and
- 2.1.5 any other person providing services to BF

2.2 For the purposes of this document, the term '**Colleagues**' will include all of the above and the term '**Colleague**' shall mean any one of the above.

2.3 This policy does not apply to: (i) hospitality provided by BF to BF's staff or volunteers in the course of fulfilling their roles, responsibilities or obligations for or on behalf of BF (which is covered by the BF Expenses Policy); (ii) hospitality provided by other organisations to BF's staff or volunteers in the normal course of attending approved conferences, congresses or championships; (iii) or any gifts, hospitality, entertainment or other things of value not related to BF or a Colleague's role or responsibilities at BF.

3. GENERAL

3.1 Typically gifts, hospitality, entertainment or things of value should only be offered or received where they are of nominal value and are of a "one-off" or irregular nature.

- 3.2 Where a Colleague is offered or otherwise receives numerous gifts, hospitality, entertainment or things of value from or on behalf of the same third party in any 12-month period, this must be reported to the Chief Executive Officer of BF.
- 3.3 Subject to remainder of this policy, gifts, hospitality, entertainment or things of value may only be offered or received by a Colleague where: (i) there is an appropriate reason (for example, the offer or receipt of such gift, hospitality, entertainment or thing of value is reasonable and proportionate to the needs of the organisation to generate and/or maintain good relations with potential stakeholders); (ii) the timing is appropriate (for example, amongst other things, it would not be appropriate to offer a gift to a third party in advance of the issuing of an opinion or determination or in advance of the award of a contract); and (iii) the offer or receipt of gifts, hospitality, entertainment or things of value is not improper.
- 3.4 To ensure openness and transparency, all gifts, hospitality, entertainment or things of value worth over £100 offered by or to a Colleague, irrespective of whether such gift, hospitality or entertainment is actually given, accepted or received, must be: (i) notified to the Chief Executive Officer of BF; (ii) recorded in the Gifts and Hospitality Register; and (iii) approved in accordance with item 3.5 and 3.6
- 3.5 Gifts, hospitality, entertainment or other things of value with a value greater than £100 but less than or equal to £500 must not be offered or received by a Colleague without the prior written approval of the Chief Executive Officer of BF or the Chair of the Board.
- 3.6 Gifts or hospitality with a value greater than £500 must not be given or accepted by a Colleague without the prior written approval of the Board of BF.
- 3.7 Gifts in the form of money, cash or cash substitutes (such as gift cards) should never be offered or accepted.

4. GIFTS, HOSPITALITY, ENTERTAINMENT AND THINGS OF VALUE

- 4.1 Colleagues must never canvass or seek out gifts, hospitality, entertainment or thing of value from third parties.
- 4.2 Colleagues must not (whether directly or indirectly) offer or give any gift, hospitality, entertainment or thing of value to any third party:
- 4.2.1 in a way which might compromise or cast doubt over the judgement, integrity or impartiality of a Colleague, BF or any third party (or could otherwise reasonably give the appearance of the same);
 - 4.2.2 with the intention of inducing a third party to act improperly or rewarding a third party for acting improperly (or could otherwise reasonably give the appearance of the same);
or
 - 4.2.3 in a way could otherwise reflect unfavourably on the reputation of BF.

4.3 Colleagues must not (whether directly or indirectly) accept or receive any gift, hospitality, entertainment or thing of value from any third party:

- 4.3.1 in a way which could compromise or cast doubt over the judgement, integrity or impartiality of a Colleague, BF or any third party (or could otherwise reasonably give the appearance of the same);
- 4.3.2 where a Colleague reasonably considers that the intention of the third party is to induce the Colleague to act improperly or to reward a Colleague for acting improperly (or could otherwise reasonably give the appearance of the same); or
- 4.3.3 in a way could otherwise reflect unfavourably on the reputation of BF or the third party.

5. RELATED POLICIES

BF Expenses Policy, BF Bribery Policy.

6. POLICY REVIEW

This policy will be reviewed annually.

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