



VOLUNTEER NOW TRUSTEE: GIFTS & HOSPITALITY POLICY

Volunteer Now has implemented a policy to deal with personal gifts and hospitality. This is to protect the organisation against claims that such gifts or hospitality are intended to influence decisions within the organisation.

1. Gifts and hospitality should never be solicited.
2. Gifts and hospitality intended to influence organisational decision making should never be accepted.
3. A Trustee of Volunteer Now must register the offer and/or gift or hospitality and its source to the Chief Executive (Company Secretary) by completing the relevant registration form. This must be done within 28 days of receiving it. You must register the gift or hospitality and its source whether it is accepted or not.
4. Gifts and hospitality with a nominal value of up to £50 can be accepted but only if the gifts are not given or received with an expectation that there is an obligation owed as a result of the gift.
5. If in doubt as to the value of the gift or hospitality or if you are in doubt as to the motive behind a gift or hospitality, you should register it.
6. You automatically have an interest in a matter under discussion at a Board meeting if it is likely to affect an organisation or person who gave you a gift or hospitality that is registered. If that is the case, you must declare the existence and nature of the gift or hospitality, the organisation or person who gave it to you and how the business under consideration relates to that organisation/person.
7. Once two years have passed since you registered the gift or hospitality in your register of interests, your obligation to disclose that interest to any relevant Board meeting ceases.