

GIFTS, DONATIONS, WILLS AND BEQUESTS POLICY

Aim of Policy

Age Concern Petersfield & District is committed to carrying out its business fairly, honestly and openly. The organisation has a duty to protect the interests of all clients, relatives, friends, staff and volunteers and it is therefore policy that no one should gain personally from the services given to clients. However, it is recognised that in a caring relationship it is unavoidable that gifts from individuals may be offered to staff or volunteers and the acceptance of small-scale gestures is not forbidden.

This policy details standards and guidelines for the acceptance and provision of gifts and hospitality.

Age Concern Petersfield & District prohibits the soliciting of gifts and the organisation's disciplinary policy will be invoked against any member of staff or volunteer if any possible case of impropriety is found in need of investigation.

Age Concern Petersfield & District upholds a zero tolerance policy towards bribery.

This policy is written in compliance with the Bribery Act 2010. Gifts given by Staff and Volunteers may not, directly or through others, offer or give any money to an official, employee, volunteer or representative of any supplier, customer or any other organisation, if doing so could reasonably give the appearance of influencing the organisation's relationship with Age Concern Petersfield & District.

Gifts received by Staff and Volunteers

Staff members and volunteers must make it politely clear to all individuals that their job is to give assistance and support and there must be no question of payment in kind or money for services given. Staff and volunteers should not, directly or through others, solicit or accept money, gifts, hospitality or any other article that could influence or reasonably give the appearance of influencing the relationship with that organisation or individual.

Small gifts such as chocolates or a bottle of wine may be accepted providing the Office Manager is informed. If someone repeatedly offers gifts these must be firmly declined. Any person who encounters difficulties with regard to gifts should not hesitate to seek assistance from the Office Manager

Donations to Age Concern Petersfield & District

Age Concern Petersfield & District increasingly relies upon charitable donations to continue its work and contributions are always welcome. All donations should be accepted and given to the Office Manager who will ensure that a receipt and letter of thanks is sent to the donor. Age Concern Petersfield & District is appreciative of donations whatever the amount. It may be helpful for staff and volunteers who are repeatedly being offered small gifts which they have to decline to suggest to the donor that they might instead like to make a donation through their Will and advice can be provided by the Age Concern Office on the official legal route to follow.

Anti-Bribery

Age Concern Petersfield & District values its reputation for ethical behaviour and financial integrity and reliability.

Age Concern Petersfield & District recognises that any involvement in bribery is both illegal and will adversely impact its image and reputation.

Age Concern Petersfield & District prohibits the offering, giving, soliciting or the acceptance of any bribe in whatever form to or from any person, company or organisation, public or private.

All staff and volunteers have a responsibility to help in the prevention, detection and reporting of bribery. The Bribery Act 2010 highlights two specific types of bribery that could lead to prosecution.

- the liability to prosecution if a person associated with Age Concern Petersfield & district bribes another person, where the associated person is one who performs services on or behalf of the organisation; and
- bribery of a foreign public official, where an official is one who holds a legislative, administrative or judicial position in a territory or country outside the UK. This means that Age Concern Petersfield & District needs to take care to ensure that any contractors, sub-contractors, agents or business partners acting on its behalf comply with the Act.

Compliance

All staff and volunteers are required to comply with The Bribery Act 2010. The Trustees are responsible for the policy in relation to The Bribery Act 2010. A breach of these rules and guidelines will be regarded as a serious matter which may lead to disciplinary action.

If any member of staff or volunteer is concerned about a gift that has been given or offered which may represent a possible breach of these rules, they should approach the Office Manager who will treat any such information in confidence. Staff and volunteers should also consult the Office Manager if they have any questions, however minor, about the interpretation and application of this policy. If the Office Manager should have concerns, these are to be raised with the Board of Trustees.

POLICY STATEMENT

All Policies and Procedures held by Age Concern Petersfield & District are regularly reviewed and may be amended from time to time to reflect any changes in Legislation, regulatory guidance or internal policy decisions, as well as for any other reasons determined by the Board of Trustees. The latest versions will always be reflected on our website.