**Gifts Policy**

As a general policy Chapel Break OSC CIC does not believe that giving and receiving gifts is appropriate to the efficient conduct of our organization. There are, however, limited exceptions to this policy.

Any member of staff who is given a gift of any sort in connection with their work at chapel break e.g. by a business contact, supplier, service user, carer, etc. must disclose the fact of the gift and its nature to his or her immediate line manager.

If the setting decides that the gift might constitute a bribe or other inducement, the employee will be required to hand the gift to their line manager, who will return it to the donor with an explanation or suitable covering letter.

In other instances, the employee will be required to return the gift to the donor with a polite note explaining our policy.

In exceptional cases, for example, where the organization decides that the gift was made as a token of the donor’s gratitude for a service carried out, the recipient will be allowed to retain the gift.

Promotional gifts such as stationery, or a Christmas gift under the value of £10, such as confectionery, which are not of significant value, are exempt from this policy and need not be disclosed. However, staff are reminded that, since such gifts may only be given to a limited number of employees, they should be distributed to other members of staff where appropriate.

Failure to disclose gifts will constitute a disciplinary offence which will be handled in accordance with our disciplinary procedure. If the gift in question was of significant value and, for example, the recipient is in a position to influence business dealings with the donor, the offence will be treated as gross misconduct.

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