

MEV POLICY – VOL 017

Manchester Event Volunteers	Volunteer Services
Policy Number	VOL 017
Policy Title	Gifts and Hospitality

POLICY DESCRIPTION

It is essential that all actions of the volunteers and the event stand up to public scrutiny and that the behaviour of volunteers can be seen to be ethical and in accordance with best practice.

For this reason, a policy and procedure in relation to the receipt of gifts and hospitality will be adopted as indicated below.

The policy and procedure applies to all volunteers.

POLICY IMPLEMENTATION

Volunteers should take account of the following guidelines when considering how to respond to offers of gifts and hospitality:

- Gifts offered to individual volunteers should generally be declined whatever the source. However, if such action would cause offence, gifts may be accepted and dealt with as indicated below. (This policy is not intended to cover gifts of nominal value such as calendars; pens etc that are part of generally accepted business practice).
- If personal gifts are offered they may be accepted and retained by individual volunteers provided that they do not exceed the value of £10. The acceptance of such gifts, however, must be registered on the attached form with your immediate supervisor/manager or the Volunteers Manager.
- An individual cannot retain personal gifts offered with a value of more than £10. They must be passed to your immediate supervisor/manager or Volunteer Manager who will in turn forward them to the event organisers.
- Organisational gifts e.g. paintings/sculptures may be accepted but cannot be retained by an individual. The individual must not retain them; they must be passed to your immediate supervisor/manager or Volunteer Manager.
- Receipt of all gifts/hospitality from outside bodies should be recorded on the attached form and countersigned by the Volunteer. Where gifts or entertainment have been declined you should record your decision to decline on the attached form
- Where you are in any doubt you should speak to your immediate supervisor/manager, Volunteer Manager or MEV.

POLICY RATIONALE

Gifts or entertainment, even of nominal value, should never be accepted if it could be seen as an inducement to influence a decision e.g. acceptance of monies or gifts to allow visitors into a restricted area.

Receipt of Gifts and Hospitality

Name of Volunteer: _____

Event: _____

Venue: _____

I have been offered the following gift/hospitality:

Source of gift/hospitality:

Reason for acceptance/decline (delete as appropriate):

VOLUNTEER DECLARATION

Name: _____ Signed: _____

Date: _____

MANAGER DECLARATION

Countersigned by Volunteer Manager

Name: _____ Signed: _____

Date: _____