



Hospitality and Gifts Policy

Document Control Sheet

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Author(s)	ACO Finance
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Compliance Manager
Probation Board for Northern Ireland
Compliance Unit
2nd Floor
80-90 North Street
BELFAST
BT1 1LD.

Telephone number: 028 90262400.
Fax No: 028 90262436.
Textphone: 028 90262490
E-mail info@pbni.org.uk

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Contents

	Page Number
1. Application of Policy	4
2. Policy Aim	5
3. Policy Objective	5
4. Policy Outcome	5
5. Policy Statement	5
6. Linkages	6
7. Guidance and Procedures	6
8. Complaints	6
9. Review of Policy	6

1. Application of Policy

1.1 Definitions:

Board Members – The Chairman, Deputy Chairman and Members of the Board appointed by the Secretary of State under the Probation Board (NI) Order 1982.

Employee - An employee is any person under a current contract of employment with PBNI, including temporary and fixed term contracts.

Agency Worker – An Agency worker is any person supplied to work with PBNI through an employment agency.

Seconded - A seconded is any person working with PBNI under a formal secondment agreement between the Board and another organisation.

Student - A student is any person working with PBNI on the basis of a formal agreement between the Board and his/her university, college or other course provider.

Volunteer - A volunteer is any person working with PBNI under the Board's Volunteering Policy.

Partnership worker - A partnership worker is any person working with PBNI on the basis of a formal partnership agreement between the Board and another organisation.

1.2 Application of this policy:

This policy applies to all the categories as defined at 1.1 above.

The application of this policy to any of the categories above who are not employees of the Board does not in any way confer on them employee status.

Except where the context otherwise requires, references in this policy to an employee should be read as referring also to the other categories to whom the policy applies.

2. Policy Aim

The aim of this policy is to set out the principles governing the provision and acceptance of gifts and hospitality.

3. Policy objectives

- Hospitality expenditure should provide value for money and be incurred in accordance with the attached Hospitality Guidance and Procedures
- Employees should not receive benefits of any kind from a third party which might reasonably be thought to compromise their personal judgement or integrity

4. Policy Outcome

Expenditure on hospitality and the receipt of gifts/benefits by employees are dealt with in accordance with this policy and the associated procedures.

5. Policy Statement

The Probation Board for Northern Ireland recognises that contractors and other customers of the Board may extend, from time to time, offers of gifts and hospitality to employees. The Board also recognises that its employees have a responsibility to exhibit high standards of propriety, and carry out their role with dedication and commitment to the Board and its core values of honesty, integrity openness and trust. As a result, they should never receive benefits of any kind from a third party which might reasonably be thought to compromise their personal judgement or integrity. In this, perception is as important as reality.

The fundamental principle is that no member of staff should do anything which might give rise to the impression that he or she has been or might be influenced by a gift or hospitality or other consideration to show bias for or against any person or organisation while carrying out official duties.

6. Linkages

This Hospitality policy is directly linked to: PBNI Procurement Policy.
PBNI Disciplinary Procedures
PBNI Grievance Procedures

7. Guidance and Procedures

A separate Guidance and Procedures Document supports this policy and sets out the organisation's practice concerning the acceptance or rejection of gifts or hospitality, and details responsibilities and procedures for the authorisation and recording of such instances.

8. Complaints

Any complaint will be dealt with in accordance with the Board's Complaints Policy, Guidance and Procedures.

9. Review of policy

This policy will be reviewed three years from the date of approval.