



GIFTS & HOSPITALITY (ANTI-BRIBERY) POLICY

1 GENERAL

- 1.1 In general, Kingsbury Parish Council does not believe that it is appropriate for employees to accept gifts from clients, suppliers or any other person or organisation with which the employer has business connections. It is important to ensure that no employee or Councillor acts in any way that is inconsistent with the Parish Council's objectives or integrity by accepting or giving a gift in circumstance where it could influence, or be seen to influence, that employee's business actions or decisions.

2 GUIDANCE

- 2.1 The Parish Council's Anti-Bribery procedures apply to all Employees and Councillors, as well as agency workers, consultants, and contractors. Throughout this policy, reference to "employee" shall be applicable for all to all.
- 2.2 Any employee who receives a gift of any kind from an existing or potential client or business contractor or supplier must disclose the fact of the gift, its nature and the identity of the sender to the Chair. A gift can include hospitality of any sort including tickets for an event. Unless the gift is anything other than a small token of appreciation having little substantial financial value (no more than £20). The employee will be required to return the gift to the sender with a polite note thanking him/her and explain that it is the Parish Council's policy that employees should not receive gifts.
- 2.3 This policy also applies to small promotional gifts with a value of £20 or less i.e. items such as stationery, calendars or pens that bear the logo or company name of another organisation or a bottle of wine or box of chocolates. However, once it is likely that such gifts will be received by only a limited number of employees, they are encouraged to share them with other members of staff where appropriate.
- 2.4 Under any circumstances employees will not be authorised to give clients or other business contacts any form of hospitality or gifts without the knowledge of and express prior permission of the full council.

3 NON-COMPLIANCE

- 3.1 Failure to comply with this policy may constitute a serious disciplinary matter as well as a breach of the Anti-Bribery legislation and the Parish Council reserves the right to take disciplinary action against employees where their actions are deemed to be in breach of this policy. Deliberate or reckless disregard of this policy may be treated as an act of gross misconduct and could lead to your dismissal.
- 3.2 Employees should also be aware that breach may also render you liable to criminal prosecution under the Anti-Bribery Act 2010.
- 3.3 The Parish Council will not conduct business with third parties including clients, suppliers, agents or representatives who are not prepared to support its anti-bribery objective.

- 3.4 The Parish Council depends on all employees, and those acting on its behalf, to assist in the prevention of bribery. Therefore, all employees and others acting for, or on behalf of, the Parish Council are expected to report any suspected bribery to the Chair or Clerk. All employees will receive the support of the Parish Council if they report of suspected bribery in good faith even if, following an investigation, it is found that no bribery took place.

4 **REVIEWS**

This policy will be reviewed three years from the date of adoption by KPC.

Adopted at the Parish Council Meeting on 26th June 2025 (Minute Number 522)

5 **REVISION CONTROL**

Revision	Details of Change
Jun 2025	New