

Compliance Quick Guide 04: University Gifts & Hospitality Policy



1. Principles and standards

The University's Gifts and Hospitality Policy is available in full at:

<http://www.admin.ox.ac.uk/councilsec/compliance/giftshospitality/>

It is summarized as follows:

1. The University's staff and representatives must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias.
2. Gifts and hospitality may only be accepted by University staff or representatives when:
 - the offer has been made for a proper purpose;
 - acceptance is consistent with the purposes of the University;
 - it is appropriate and its value reasonable and proportionate to the circumstances;
 - acceptance accords with all applicable University policies and governmental legislation.
3. Gifts and hospitality may only be provided by University staff or representatives when
 - the offer is consistent with the purposes of the University;
 - the purpose is not to influence improperly;
 - it is appropriate and its value reasonable and proportionate to the circumstances;
 - provision accords with all applicable University policies and governmental legislation
4. There is a requirement to record gifts and hospitality above certain thresholds in a departmental Gifts & Hospitality Register.
5. The University does not make political donations.

2. Scope and application

The Policy, associated procedures and explanatory guidance apply to all staff and associated persons of the University. Further information on associated persons is provided in Quick Guide 02 - Who is Covered and to What Extent.

Gifts and hospitality are defined as the provision of property, consumables, services, entertainment or money for which no reasonable fee is paid in return by the recipient. Further definition of terms used is provided at:

<http://www.admin.ox.ac.uk/councilsec/compliance/briberyfraud/definitionsinterpretations/>

3. Approval

The giving or receiving of gifts and hospitality may be authorized in accordance with the following table:

Condition	Approval
Gifts or hospitality up to £100 total value	Self-approval
Gifts or hospitality up to £500 total value	Departmental Administrator
Gifts or hospitality up to £1,000 total value	Head of Department
Gifts or hospitality exceeding £1,000 total value	Head of Division

4. Record-keeping

Departments are also required to keep a formal record of gifts and hospitality given or received: any *single* gift or act of hospitality that exceeds the self-approval threshold, or any *series* of gifts or hospitality accepted from or offered to the same third party cumulatively exceeding £100 in value in any rolling 12 month period*. These must be recorded in a departmental Gifts & Hospitality Register, further details of which are provided at:

<http://www.admin.ox.ac.uk/councilsec/compliance/giftshospitality/>

*This threshold rises to £250 where the gift or hospitality is directly connected with teaching or research and meets the criteria of paragraphs 2.3.1 and 3.4.1 of the Gifts and Hospitality Policy.