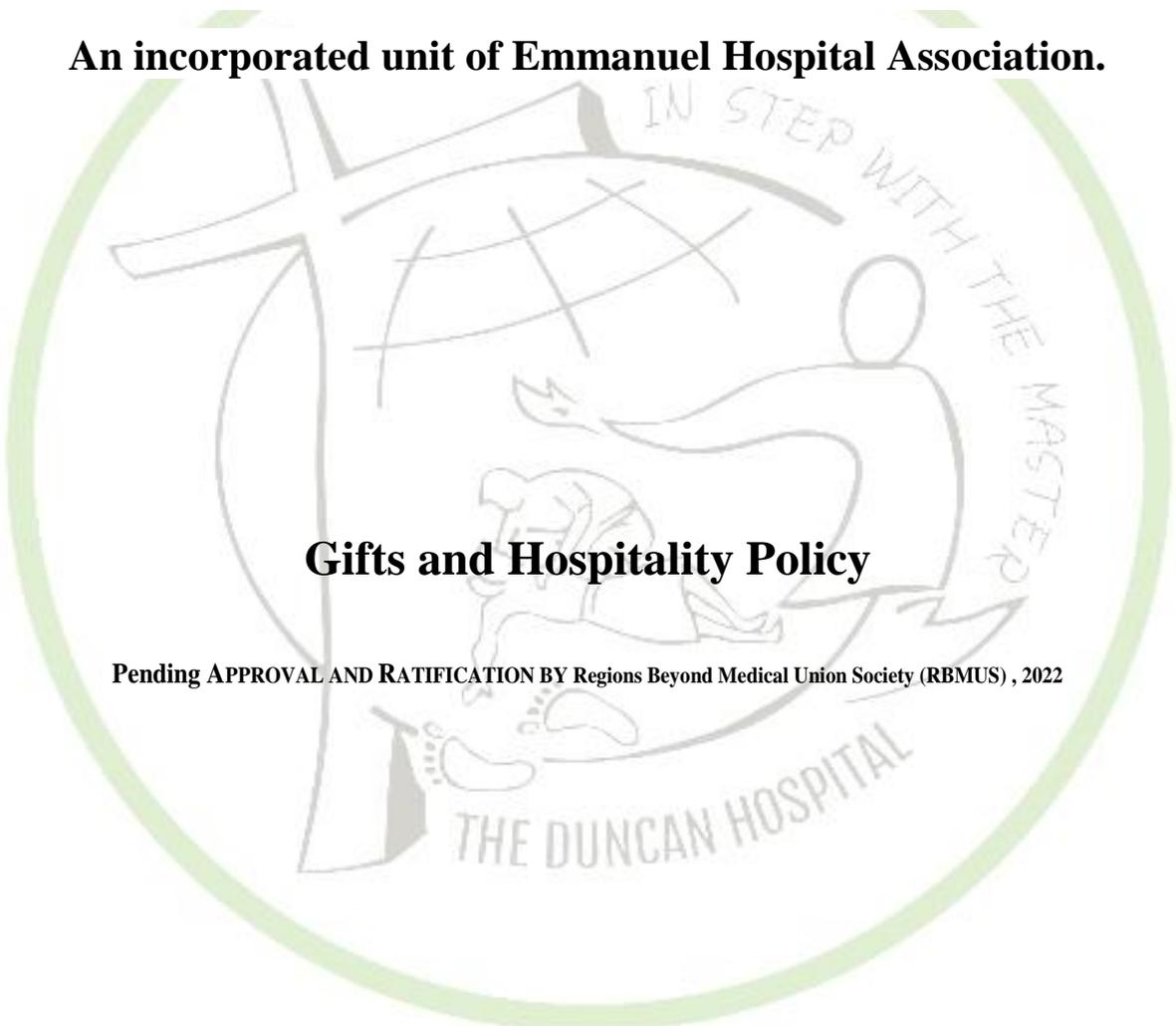


**REGIONS BEYOND MEDICAL UNION SOCIETY (RBMUS)**

**THE DUNCAN HOSPITAL**

**Registered under Regions Beyond Medical Union Society**

**An incorporated unit of Emmanuel Hospital Association.**



**Gifts and Hospitality Policy**

**Pending APPROVAL AND RATIFICATION BY Regions Beyond Medical Union Society (RBMUS) , 2022**

## 1. INTRODUCTION

The Regions Beyond Medical Union Society (RBMU society) with address at The Duncan hospital is required to have in place a Policy on the acceptance of gifts and hospitality. As a registered society we have a duty to ensure that its resources are utilized effectively. The RBMU staff should not accept any gifts or hospitality offered to them. There is a limited set of exceptions and the purpose of this policy is to set out the standards and procedures that staff should follow to protect both them and the Society.

## 2. PURPOSE

This policy is intended to help staff understand their responsibility and to ensure that a register of acceptances and refusals is maintained.

## 3. POLICY STATEMENT

This policy supports a culture of openness and transparency in the Societies business transactions.

RBMU society will ensure that all employees are aware of the existence of this policy. The following will be undertaken to ensure awareness:

- Introduction to the Policy during induction for new starters to the Duncan Hospital.
- Annual reminder of the existence and importance of the policy via internal communication methods
- Regular reports on entries into the register for the Board members

## 4. RECEIPT OF GIFTS AND HOSPITALITY GUIDANCE

The acceptance of gifts and hospitality, even on a modest scale, may arouse suspicion and needs to be capable of public justification. The following guidance should be followed in relation to gifts and hospitality

### Casual Gifts, including gifts from patients

Casual gifts by suppliers/contractors or others, e.g. at Christmas time, must not be in any way connected with the performance of duties so as to constitute an offence under the Prevention of Corruption Policy. Items of low intrinsic value such as diaries, calendars, chocolates and other items of work related stationery and equipment may be accepted and need not be recorded in the Register.

It is also acceptable to receive other small value items, for example from a patient or relative in appreciation of the treatment and care received, or seasonal items, if it is made clear to the offerer that it is accepted on behalf of the Team or Department (and indeed, is shared with colleagues) or is donated to the hospital for charitable use.

In cases of doubt advice must be sought from your in charge and, in no case, must a gift be accepted without prior written approval of the sectional in charge such as the Medical or Nursing Superintendant if the estimated value of the gift exceeds Rs 1500/-.

If a gift falls outside of identified 'small value items' and arrives without warning, it must be handed over to the appropriate section in charge who will decide whether the gift should be returned (or passed on to a charity or good cause) and will ensure that the donor is informed of what has happened.

### Cash

Under no circumstances must staff accept personal gifts of cash, even below the Rs 1500/- limit. It is permissible for staff to accept cash donations that are intended for the hospital account, subject to a receipt being issued and the cash being banked through the finance department.

### Hospitality

All offers of hospitality should be approached with caution. Modest hospitality, for example, a tea and snacks during a visit or a working lunch is normal and reasonable and does not require approval of a section in charge. Offers of hospitality relating to trips or vacations or travel to conferences and events or holiday accommodation or other hospitality must be declined.

There is an important difference between, for example, attendance in an official capacity at a function organised by a public body and accepting hospitality from a private individual or firm standing to benefit from the goodwill of the Society or Hospital. Particular care must be taken when dealing with contractors, developers and firms or individuals in a comparable position. No absolute dividing line can be laid down in relation to hospitality therefore agreement from the UMC must be obtained before acceptance.

It MUST be noted that any money, gift or consideration received by an employee in public service from a person or organisation holding or seeking to obtain a contract will be deemed by the courts to have been received corruptly unless the employee proves the contrary.

#### 5. REGISTER OF GIFTS AND HOSPITALITY

RBMU society has established a Register of Gifts and Hospitality, which is held within the administrative office of the hospital.

All staff are required to report the receipt of gifts and hospitality over the value of Rs 1500/- and the offer of such, regardless of whether or not they are accepted. The following information will be recorded within register:

- The person or organisation making the offer
- The member of staff to whom the offer was made
- The gift or hospitality offered or declined
- The estimated value of the gift or hospitality

#### 6. PROCEDURE FOR DECLARING GIFT AND HOSPITALITY

If after referring to the above guidance, it is necessary for a member of staff to declare an acceptance or refusal of gifts or hospitality, the following steps should be taken to ensure full compliance with this policy:

- Inform your in charge. In cases of doubt ask for guidance on acceptance or refusal of the gift or hospitality
- Supply full detail of the gift / hospitality and estimated value on the declaration form

The administrator will ensure the entry is completed on the Gifts and Hospitality Register and that it is returned to for signature by your Managing Director. The completed entry, including signature, must be returned to the administrator to be held within the office.

#### 7. IMPLEMENTATION AND COMPLIANCE OF THE POLICY

##### Responsibilities of the Society

The Trust must ensure staff are aware of the policy and the process to be followed. Staff must be aware that failure to comply with this policy is a disciplinary matter, which could result in dismissal.

##### Responsibilities of all employees

All Staff, MUST be aware of the existence of this policy and, where necessary be familiar with the detailed provisions.

#### 8. BREACHES OF POLICY

Non-compliance with the above requirements will be deemed as a disciplinary matter and disciplinary procedure will be followed in such cases. If it is proven that actual fraud has taken place then criminal charges may be brought.

#### 9. STAFF AWARENESS OF THE POLICY

Staff will periodically be reminded of the policy and register at least annually. This will be done via the website or open sessions along with other policies.

#### 10. REVIEW AND AUDIT OF THE POLICY

The RBMU Secretary will review the policy on an annual basis.

11. APPENDICIES

The register of gifts and hospitality can be found at appendix one and the declaration form can be found at appendix two

**REGISTER OF GIFTS AND HOSPITALITY**

To be filled in by Staff member, Person or body making the offer

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Member of staff to whom the offer was made

.....

Gift or hospitality offered

.....

Circumstances in which the offer was made

.....  
.....  
.....

Action taken by the member of staff concerned

.....  
.....  
.....

Action taken (if any) by the member of staff's Manager

.....  
.....

Signed (Staff member)..... Date .....

PASS TO APPROPRIATE DIRECTOR

Signed:.....Managing Director

Date:.....



RECEIPT FOR ACCEPTANCE OF GIFTS, GRATUITIES

**Received from:** .....

.....

**on - date:** .....

**the gift/hospitality of:** .....

.....

**Signed:** ..... **Date:** .....

**Designation:** ..... **Managing Director**

