

GIFTS, BRIBERY & HOSPITALITY POLICY

v1 July 2017

Parkour Earth is committed to the highest possible standards of openness, probity and accountability.

Introduction

Aims of the Policy

This policy provides guidance for Parkour Earth office holders or employees on seeking, receiving and providing gifts and hospitality.

This policy does not cover every issue that may arise, but it sets out basic principles that you must comply with and which will guide you in the course of performing your duties and responsibilities. However, there are no absolute rules on what is acceptable, and you must use your judgment and good sense when deciding whether to accept or give gifts and hospitality.

The public and our members / community take an interest in gifts and hospitality that are given and received by the board, president and employees of Parkour Earth. It is therefore essential that Parkour Earth office holders and employees, display the highest standards of personal honesty and integrity when dealing with gifts and hospitality and follow prescribed procedures to ensure transparency and propriety.

Offences under the Bribery Act 2010:

- Offer or give a person anything of value in order to induce, or reward them for doing something improper;
- Request, agree to receive or accept anything of value for doing something improper;
- For someone to behave improperly when carrying out a business related task in a way that breaches an expectation that they will carry it out impartially or in good faith or the person carrying out the task is in a position of trust and breaches that trust;

Parkour Earth does not prohibit the receipt or giving of gifts or hospitality; however, when Parkour Earth office holders or employees receive or give gifts and hospitality, it may create the appearance of impropriety. Parkour Earth however recognizes that there are a range of circumstances surrounding the receipt and provision of gifts and hospitality and each case has to be judged on its own merits. This policy provides some guidance to inform that judgement, however as a general guide, office holders or employees should ask themselves: "Would the reputation of Parkour Earth and my own reputation be damaged if this was reported by a national newspaper?" Parkour Earth office holders or employees must use special care to avoid the existence - or even the appearance - of an improper situation.

Scope

This Policy will be applied consistently in relation to all office holders or employees regardless of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, religion/belief, sexual orientation, Trade Union membership or any other condition or requirement which cannot be shown to be justifiable.

It is the responsibility of all Parkour Earth office holders or employees to be familiar and compliant with this policy and the law. The fact that a supervisor instructed you to perform an act that violates this policy, other Parkour Earth policies, or the law is not an excuse.

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Qualification / Exemptions

These arrangements apply to:

- All Parkour Earth employees
- All staff placed through agencies e.g. interims, contractors, temporary staff
- Parkour Earth Board & President
- Sub Committees of the Parkour Earth Board
- External members of Parkour Earth's committees and advisory groups
- Ministerial appointments
- Regional Champions

Accepting Gifts & Hospitality

The guiding principles governing the acceptance of gifts and hospitality by office holders or employees are:

- the conduct of office holders or employees should not give rise to any suspicion of conflict between their official duty and their private interests;
- gifts and hospitality should never be solicited;
- the actions of office holders or employees should not give the impression to other stakeholders, including other office holders or employees, that they have been or may have been influenced by a gift;
- gifts and hospitality should never be accepted in exchange for doing, or promising to do or not to do, something;
- gifts that are cash or cash equivalents, including gift certificates, should not be accepted; and
- unduly lavish or extravagant, and not otherwise reasonable and customary, hospitality for the circumstances should be refused.

In practice this means that neither you nor any member of your family should accept a gift or hospitality that would, or might appear to, place you under any obligation to the donor, compromise your impartiality or otherwise be considered improper. These principles are of course to be applied with common sense. They are not intended, for example, to outlaw an isolated gift of trivial nature, or an inexpensive Christmas gift such as a diary or calendar.

Hospitality, such as the occasional working lunch during the course of an official visit, refreshments, invitations or tickets provided to events where others are required to pay, individual restaurant meals and/or entertainment, formal occasions accompanied by hospitality e.g. facility openings, awards dinners etc. may be accepted, provided:

- they are directly relevant to the invitees work;
- they are not in exchange for, or reward for, agreeing to do (or not do) something;
- they are not unduly extravagant in the circumstances: and
- it can be shown there is a business benefit for attending.

Responsibilities

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Responsibility for deciding whether to accept offers of gifts or hospitality lies with office holders or employees, in consultation with their line manager and with consideration to this policy. If there is any doubt, the only safe course is to politely decline the offer. Office holders or employees may consult with the Chief Executive Officer, Chair and/or Company Secretary if they feel there are circumstances surrounding a particular gift or hospitality which is not covered by the policy and which merit special consideration. Penalties for breaches of the Bribery Act 2010 are serious, and include unlimited fines and imprisonment.

Providing Gifts and Hospitality

Parkour Earth acknowledges that on certain occasions it is necessary to give gifts to other organisations, individuals as recognised etiquette or to office holders or employees as rewards under a recognition scheme. However, as Parkour Earth is a quasi-public body, giving gifts should not be a regular occurrence and there should be a very good reason for doing so.

Gifts and hospitality should only be given to further the aims of Parkour Earth and should represent value for money whilst also presenting Parkour Earth in a favourable light. Gifts and hospitality must never be given with the aim of influencing or rewarding someone for doing, or not doing, something. If you are aware that a person or organisation is considering entering into a business opportunity with, or otherwise do something which could have an effect on the business of, Parkour Earth, in most circumstances, gifts and hospitality should not be offered to them, especially where they are the decision-maker.

Gifts must not be cash or cash equivalents, and gifts and hospitality must not be unduly lavish or extravagant. Hospitality must be given at venues, and be provided in a manner, that would not be harmful to Parkour Earth's reputation.

The process involved in the decision to give gifts or hospitality should be fully transparent and the reason justifiable.

Recording Gifts and Hospitality

Parkour Earth is to keep a record of gifts and hospitality received and given in the financial year. Details of gifts and hospitality received and provided must be recorded in the Gifts and Hospitality Register. Sufficient detail must be included to ensure that the type of gift or hospitality can be identified. The limits and further guidance are shown below in Appendix A. Approval is required before the gifts or hospitality item can be accepted or given. In some cases, a further level of approval is required over and above basic approval from a line manager. It is the responsibility of the person making the declaration to ensure that any additional approval is obtained and that a record of the approval is provided to the Board Secretary.

The onus is upon each colleague, as employees of a public body, to declare any gifts and hospitality at the earliest opportunity. It is not the responsibility of Parkour Earth to seek this out.

Staff must always be mindful that their decision to give or accept a gift or hospitality and the details pertaining to it may be disclosed to the public. Staff should always consider their own reputation and that of the organisation, and they should sensibly record items on Governance Caddy.

Monitoring and Review

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The onus is upon each colleague, as employees of a public body, to declare any gifts and hospitality at the earliest opportunity. It is not the responsibility of Parkour Earth to seek this out.

Review Date

This Policy will be reviewed annually and be approved by the Board.

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Appendix 1

All values in pound sterling				
Seeking gifts & hospitality	Receiving gifts	Receiving hospitality	Providing gifts	Providing hospitality
<ul style="list-style-type: none"> Office holders or employees expressly prohibited from using their position or the Parkour Earth name to obtain gifts, hospitality or discounts of any value or nature. Includes initiating the obtainment of tickets to events, venues or functions that the public would normally pay for 	<ul style="list-style-type: none"> Gifts of a trivial nature without value e.g. promotional calendars or coffee mugs offered to office holders or employees or their families may be accepted and retained. No declaration or specific approval required All non-trivial gifts received must be recorded in Gifts and Hospitality Register and approval by line manager Gifts of a value less than 50 pounds offered to office holders or employees may be accepted A gift over 50 pounds, or gifts from one person or organisation the combined value of which in a financial year is over 50 pounds must be refused, unless the Chief Operating Officer considers that 	<ul style="list-style-type: none"> Hospitality under £25 can be accepted. No declaration or specific approval required but must be able to show clear business need for attending. Meals received at conferences or away days do not have to be declared. Hospitality £25 or over e.g. awards dinners, facility openings, tickets to events etc may be accepted if directly relevant to the invitee's work, they are not in exchange for, or reward for, agreeing to do (or not do) something, they are not unduly extravagant in the circumstances, and there is a clear business benefit for attending. Hospitality with a value of 25 pounds or more to be recorded in Gifts and Hospitality Register Partners or 	<ul style="list-style-type: none"> Trivial gifts eg. A mug, a pen may be given and do not require special approval or declaration on governance caddy. Other gifts must however be recorded. Gifts should only be given to further the aims of Parkour Earth and should only rarely be given; Cash, or cash equivalent gifts, should not be given under any circumstances Should represent value for money; be fully transparent and justifiable; and present Parkour Earth in a good light Delegated authority and limits to give gifts are: + Board >£100 + Chief Executive £100 All non-trivial gifts given to be recorded in Gifts and Hospitality Register 	<ul style="list-style-type: none"> Hospitality should only be given to further the aims of Parkour Earth; Should represent value for money; be fully transparent and justifiable; and present Parkour Earth in a good light A maximum limit of £30 per head applies and must not include any alcohol or tobacco Delegated authority and limits to provide hospitality as below: + Board >£100 + Chief Executive £100

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All values in pound sterling

Seeking gifts & hospitality	Receiving gifts	Receiving hospitality	Providing gifts	Providing hospitality
	<p>exceptional circumstances exist that warrant acceptable</p> <ul style="list-style-type: none"> • Cash, or cash equivalent gifts to office holders or employees cannot be accepted under any circumstances. If a cash gift is offered it must be declined immediately and the relevant line manager informed. • Must never be accepted where they are in exchange for, or reward for, agreeing to do (or not do) something • Must never be accepted from an individual or organisation during or around the time that their tender or grant application is being evaluated. • Where possible should be shared amongst the recipient's team or raffled amongst office holders or employees (whichever is deemed to be 	<p>family must not attend unless expressly invited and the Chief Operating Officer is convinced that there are exceptional circumstances warranting the attendance of the partner or family member</p> <ul style="list-style-type: none"> • Must never be accepted from an individual or organisation during or around the time that their tender or grant application is being evaluated, except where there is a clear business reason which relates to an existing relationship with the providers of the hospitality. 		

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