



**UK Research  
and Innovation**

## **Gifts and Hospitality Policy**

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## **Policy Statement**

This policy covers the offering and acceptance of gifts and hospitality, and the important role that gifts and hospitality registers play in ensuring transparency and compliance with the [Seven Principles of Public Life](#) and the [Civil Service code](#). It is underpinned by the [UKRI Code of Conduct](#) policy.

This policy applies to all UKRI employees and other authorised persons. For the purpose of this policy, the use of the words 'staff', 'individual' and 'employee' cover UKRI employees on permanent or fixed term contracts, as well as persons who are on secondment to the UKRI and non-employees (in their UKRI capacity) such as non-executives, members of UKRI Board, Councils, panels, committees and similar, students, visiting workers, contractors and other persons carrying out work on UKRI premises including Centres, Institutes, National laboratories, Innovate UK Loans Company and similar, and UKRI overseas offices, and/or on behalf of UKRI.

The objectives of this policy are to ensure that all employees are aware of their responsibilities when offered, accepting or offering gifts and hospitality, to protect UKRI and its employees against the risks of fraud, corruption, bribery and reputational damage.

Gifts and hospitality (offered or received by employees) must be given voluntarily, without compensation, and can sometimes be a legitimate part of normal business relationships. However, employees must be vigilant about the risk that in some circumstances gifts and hospitality could be, or could be perceived to be, asserting improper influence on decision-making.

This policy has been agreed by the Trade Union side (JNCC) and is fully endorsed by the UKRI Chief Executive and the People, Financial and Operations (PFO) Committee. Adherence will ensure that UKRI activities are compliant with legal and ethical requirements, and related UKRI policies.

## **1. Introduction and Purpose**

- 1.1 Good governance in public sector organisations recognises the need for guidance around how we manage gifts and hospitality. As a major funding organisation, we must be vigilant about the risk that accepting or giving gifts or hospitality may affect our decision-making and how our behaviour might be perceived. Having appropriate policies in place helps determine how we should act in these situations. The purpose of this policy is to ensure that all staff are aware of our responsibilities in relation to gifts and hospitality, including our duty as individuals to declare these, to protect UKRI and its employees against the risks of fraud, corruption, bribery and reputational damage.
- 1.2 This policy covers all of UKRI's UK and overseas activities. Staff should be particularly vigilant when working in or with countries where the culture surrounding gifts and hospitality is different from ours.
- 1.3 Any UKRI employee who breaches this policy may be subject to the UKRI Managing Performance and Conduct Policy.

## **2. Principles**

- 2.1. UKRI is committed to establishing and applying appropriate standards of regularity and propriety, and requires all employees at all times to act honestly and with integrity, in line with the Seven Principles of Public Life and the Civil Service code, and to safeguard the public resources for which they are responsible. UKRI employees are required to adhere to the UKRI Code of Conduct policy.
- 2.2. UKRI is committed to applying positive cultures and behaviours, fostering an environment which enables staff and representatives to operate effectively in line with the objectives of our organisation, and to provide confidence to Government and the wider public that the organisation is being managed effectively and transparently.

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- 2.3. Gifts and hospitality (offered or received by employees) must be:
- appropriate – justified and relevant to the event;
  - proportionate – neither excessive nor regular;
  - transparent – openly accepted, approved and recorded in the central UKRI Gifts and Hospitality Register ('the register'), and made available for review.
- 2.4. UKRI Centres, Institutes, national laboratories/facilities and similar, including Innovate UK Loans Company, receiving or giving gifts or hospitality are also bound by this policy and should ensure they have a designated individual to fulfil the oversight role set out within this policy.
- 2.5. This policy is fully endorsed by the Chief Executive and the UKRI People, Finance and Operations committee (PFO). Adherence will ensure that UKRI activities are compliant with legal and ethical requirements, and related UKRI policies.
- 2.6. The UKRI Head of Governance will conduct periodic reviews to ensure compliance with the policy, and be responsible for ensuring that the policy is reviewed every 2 years or in the event of any legislative changes. Trade Unions and Staff Representatives may request that the policy be reviewed.
- 3. Definitions**
- 3.1. A **gift** is defined<sup>1</sup> as something voluntarily donated, with no preconditions and without the expectation of any return. Branded merchandise and promotional items are part of core public engagement, marketing and advertising activities and are not considered gifts.
- 3.2. **Hospitality** is defined<sup>2</sup> as the act or practice of being hospitable; the reception and entertainment of guests, visitors, or strangers, with liberality and goodwill. Normal UKRI business and governance activities do not constitute hospitality and are out of scope of this policy.
- 3.3. **Normal UKRI Business and Governance Activities** in this context are defined as events, meetings or occasions linked to UKRI standard business, where the sole or primary focus is forwarding UKRI's policies, aims and objectives internally or externally. Activities not classified as hospitality include: governance activities such as Board, Council, committee and peer review panel meetings and events, including associated meals and accommodation; public engagement and external affairs events including receptions; marketing and advertising activities; scientific conferences, supplier or industry conferences, seminars and trade shows and similar; UKRI team away days, internal meetings and events.
- 4. Policy Scope**
- 4.1. This policy supplements existing UKRI policies, including but not limited to: Code of Conduct; Managing Performance and Conduct; Whistleblowing; Counter Fraud and Bribery; Travel and Subsistence; and Conflicts of Interest (all of which are listed on the [our employment policies](#) page); and [Procurement](#).
- 4.2. This policy applies to all UKRI employees and other authorised persons. For the purpose of this policy, the use of the words 'staff', 'individual' and 'employee' cover UKRI employees on permanent or fixed term contracts, as well as persons who are on secondment to the UKRI and non-employees such as non-executives, members of UKRI Board, Councils, panels, committees and similar, students, visiting workers, contractors and other persons carrying out work on UKRI premises including Centres, Institutes, National laboratories, Innovate UK Loans Company and similar, and UKRI overseas offices, and/or on behalf of UKRI.
- 4.3. This policy covers the actions of any person acting on behalf of UKRI ('associated person' as defined by the Fraud and Bribery Act).
- 4.4. Offering gifts and hospitality on behalf of UKRI focuses on the use of public money only ('the public purse'). Staff-to-staff personal gifts and hospitality are out of scope of this policy.

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<sup>1</sup> HMT [Managing Public Money](#)

<sup>2</sup> Oxford English Dictionary

- 4.5. A list of relevant legislation, regulations and supporting frameworks that provide background to this, as well as related UKRI policies and strategies, are listed in Appendix 1.

## 5. Reporting Concerns

- 5.1. Employees should report any concerns relating to adherence to this policy to their line manager as soon as possible, or to the UKRI Head of Governance (using [giftsandhospitality@ukri.org](mailto:giftsandhospitality@ukri.org)) if they are reluctant to discuss with their line manager.
- 5.2. Employees and non-UKRI staff (external) may also report any concerns to the UKRI Fraud Team ([reportfraud@ukri.org.uk](mailto:reportfraud@ukri.org.uk)).
- 5.3. If the employee feels unable to raise their concerns internally, they may raise them through [whistleblowing@ukri.org](mailto:whistleblowing@ukri.org) in accordance with the UKRI Whistleblowing Policy.

## 6. Offering Gifts and Hospitality on behalf of UKRI

- 6.1. It is not the normal policy of UKRI to offer gifts or hospitality. However, where there is a clear business need, offering low value (trivial - less than £20) gifts and hospitality on behalf of UKRI is permitted. Offering gifts or hospitality above this value would be considered exceptional (see section 6.4).
- 6.2. The cost of all gifts and hospitality offered must be proportionate, established beforehand and recorded on the register.
- 6.3. Low value gifts and hospitality offered on behalf of UKRI should be approved and signed off in advance by your line manager.
- 6.4. Any higher value gifts and hospitality, sometimes offered for cultural reasons, should be approved and signed off in advance by your Director (Executive Director, Chief Operating Officer, Centre, Institute, National Laboratory or Loans Company Director, Institute Head of Operations, or equivalent seniority) and recorded on the register.
- 6.5. Branded merchandise and promotional material offered as part of normal UKRI public engagement, marketing and advertising activities should follow agreed financial limits and normal lines of authorisation within those areas. The cost of individual items would usually be trivial. They do not constitute gifts (as set out in para 3.1) and do not need to be declared on the register. Examples of branded merchandise that might be offered are: a mug, pen or t-shirt, clearly bearing a company's name or logo. Some UKRI Centres and Institutes are exempt from Cabinet Office controls on marketing and advertising expenditure, and their greater freedoms and flexibilities are set out in Executive Chairs' delegation letters.
- 6.6. Expenditure on normal UKRI business and governance activities is not considered hospitality and does not need to be declared on the Gifts & Hospitality Register. Costs should be proportionate to the event, established beforehand and subject to agreed financial limits and normal lines of authorisation, usually line manager sign off. Care should be taken when recording expenditure to use the correct Account code (available on the Finance section of the KnowledgeBase).
- 6.7. Expenditure on normal governance activities and internal team away days, meetings and events should be guided by the limits set for staff and visitors in the UKRI Travel and Subsistence Policy.
- 6.8. There are strict delegated limits for expenditure on gifts, set by the Department for Business, Energy and Industrial Strategy (BEIS):
- Each Research Council Executive Chair has delegated limits of *'£100 per transaction, with adherence to the Gifts & Hospitality policy – otherwise refer to the Head of Governance'*; and;
  - The UKRI Chief Executive has delegated authority to provide gifts to a *'cumulative annual value across UKRI of £5,000'*.

- 6.9 Each Council and the corporate hub should monitor their cumulative spend on gifts, and as a rule of thumb keep below an annual maximum of £450. The Head of Governance will monitor the cumulative spend on gifts on behalf of the CEO to ensure compliance with the BEIS limits.
- 6.10 Prizes awarded by UKRI are often part of public engagement, marketing and advertising activities (e.g. AHRC Research in Film Awards, NERC Impact Awards, ESRC photographic competition) and are based on excellence, or are linked to specific programme activities (e.g. MRC's Microscopes for Schools programme). They are part of normal business and will have constraints and conditions specific to the area of UKRI business awarding the prize. They are not considered to be gifts, and are out of scope of this policy. Prizes not associated with excellence or the activities above should follow the Gifts and Hospitality policy. Small prizes for staff funded by staff contributions (e.g. for team/ department raffles, or team building events) do not fall within the scope of this policy. Any additional queries will be considered on an individual basis, contact the Head of Governance [giftsandhospitality@ukri.org](mailto:giftsandhospitality@ukri.org) for advice.
- 6.11 All gifts and hospitality offered by UKRI must adhere to this policy and must be recorded in the register.

## **7. Receiving Gifts and Hospitality on behalf of UKRI**

- 7.1. It is not the normal policy of UKRI to accept gifts or hospitality, and these should be politely declined where possible.
- 7.2. There may be however be occasions when to refuse a gift or hospitality would cause offence. In these circumstances, and where a gift or hospitality cannot be returned or refused, they may be accepted.
- 7.3. All employees (as defined in paragraph 4.2) are responsible for ensuring that any offers of gifts or hospitality worth £20 or more (the trivial amount), whether accepted or declined, are recorded on the register (see paragraph 8.2) and signed off by their line manager (or relevant Council contact for Board, Council, peer review and similar).
- 7.4. Staff should consider propriety and standards of behaviour and responsibilities when deciding whether to accept or decline gifts and hospitality. Staff should not use their authority or office for personal gain and should always seek to uphold and enhance the standing and reputation of UKRI through compliance with the Seven Principles of Public Life and the Civil Service code.
- 7.5. Gifts of a trivial nature (less than £20) can be retained by the individual. All others must be surrendered to the corporate hub governance team or your Director (Executive Director, Chief Operating Officer, Centre, Institute, National Laboratory or Loans Company Director, Institute Head of Operations, or equivalent seniority), who will arrange for such gifts to be shared with all staff, displayed or raffled for charity at an appropriate time.
- 7.6. Gifts and hospitality should not be accepted where they may appear to be disproportionately generous or regular, for example if the cumulative value from any one organisation or individual, or to one member of staff from multiple sources, exceeds £100 in any 12-month period. Gifts and hospitality, however low the value, should not be accepted if it could reasonably be construed as an inducement to affect a business decision, create a conflict of interest or might arguably compromise the impartiality of staff.
- 7.7. Prizes: Where a prize is offered or awarded to a UKRI employee, the underlying motivation and business relevance should be assessed. Where there is a clear, publicly stated rationale, for example based on quality or merit (e.g. student Best Poster prize, Royal Society or Royal Academy prizes, international medals and awards), a prize can be accepted where it is not intended to influence. Under these circumstances, acceptance should be disclosed to the relevant Council or corporate hub Director and recorded as a gift on the register with 'prize' in the details field (see also section 6.10). If it is administered as a grant it is considered an award not a prize, and does not need to be declared. Note that a prize not associated with quality or merit, for example a delegate's

name randomly chosen at an event, would be considered a gift and should follow the guidance set out above (paragraphs 7.5 and 7.6).

- 7.8. Normal UKRI business and governance activities: Invitations from internal UKRI staff to working lunches, dinners, overnight accommodation, receptions and similar functions which are part of normal UKRI business and governance activities do not need to be declared on the register. Alcoholic beverages offered as part of normal UKRI business and governance activities may be accepted in moderation, whilst adhering to the UKRI Code of Conduct policy. Branded merchandise and promotional material are out of scope of this policy, but common sense should prevail when considering whether to accept or decline. If in doubt, contact [giftsandhospitality@ukri.org](mailto:giftsandhospitality@ukri.org).
- 7.9. Invitations from external organisations to meetings, events, public engagement and external affairs events including receptions, scientific conferences and similar functions are considered to be normal UKRI business and governance activities if the sole or primary focus is forwarding UKRI's policies, aims and objectives internally or externally. If they meet this criterion they may be accepted and do not need to be declared on the register. Employees should however be vigilant about the risk that accepting such invitations may affect decision-making and how our behaviour might be perceived. If in doubt, if the motives behind an invitation are unclear, there is undue lavishness, or if you detect a regularity in the invitations, they should be recorded on the register.
- 7.10. Any in-scope gift or hospitality (as defined in paragraphs 3.1 and 3.2) worth £20 or above offered to UKRI employees, whether accepted or declined, during part of a normal UKRI business and governance activity must still be declared on the register. For example, high value, non-branded items offered at a conference, or lavish dining.
- 7.11. Invitations of a social nature (e.g. sporting and cultural events) should be declined other than in the most exceptional circumstances where it can be clearly demonstrated that there is a compelling business need and that the social nature of the occasion is incidental to the business need. If there is reasonable doubt about how their attendance could be perceived, employees should review this with their line manager.
- 7.12. Particular care should be exercised by decision-makers and other employees participating in procurement or funding decisions and processes. Such staff should not under any circumstances accept non-trivial gifts or hospitality from suppliers or potential suppliers. See also section 7.6.
- 7.13. The UKRI Travel and Subsistence policy sets out the process for another organisation funding travel and accommodation and reminds employees that they should refuse any offer of payment, in cash or otherwise, by another organisation for expenses paid by, or due to be paid by, UKRI (Travel and Subsistence Policy, paragraphs 10.1, 10.2).

## **8. Recording Gifts and Hospitality**

- 8.1. All employees have a personal responsibility to ensure that an audit trail exists for all gifts and hospitality offered by UKRI, however low the value, and that all gifts and hospitality offered to UKRI employees worth £20 or above (whether accepted or declined) are recorded and approved (see paragraph 7.5) in the register. If an employee feels that even a low value gift or hospitality may have been an attempt to influence them, they should record this on the register.
- 8.2. The UKRI Gifts and Hospitality Register is accessed via a [self-service portal](#). It is the responsibility of all individuals who have access to the UKRI internal systems to record their gifts and hospitality information on the register at this location. If for any reason this is not possible, they should submit their records on the stand-alone register template to the Head of Governance [giftsandhospitality@ukri.org](mailto:giftsandhospitality@ukri.org). Non-executive board and council members and other externals with no access to the portal should submit through the relevant secretariat for onward submission, using the stand-alone register template.
- 8.3. It is the responsibility of each Council and the corporate hub to designate an individual (typically within the governance team, a Business Partner or equivalent) to maintain an overview, using the self-service portal, of gifts and hospitalities offered and received by their Council or the corporate hub, and regularly remind colleagues of their reporting responsibilities.

- 8.4. If there is any potential conflict of interest related to gifts or hospitality, these must be reviewed with the line manager and mitigating actions recorded on the register. If required, a Conflicts of Interest declaration should be updated and submitted to [conflictsofinterest@ukri.org](mailto:conflictsofinterest@ukri.org).
- 8.5. The UKRI Head of Governance will maintain an overview of the register and check compliance regularly. The register will be reviewed occasionally by the UKRI Performance, Finance and Operations (PFO) Committee.
- 8.6. Any offer of a bribe or commission should be reported immediately in accordance with the UKRI's Counter Fraud and Bribery policy, Appendix 2. The offer or acceptance of a bribe may constitute an offence contrary to the Bribery Act 2010.
- 8.7. Where there is any uncertainty about the value or status of a gift or hospitality offered it should be assumed that it exceeds the £20 threshold and it should therefore be recorded in the register. In cases of doubt there should always be a presumption in favour of disclosure in the register. See Appendix 3: Receiving Gifts and Hospitality – Summary of Principles.

## **9. Time Frame for Reporting**

- 9.1. Staff should report all cases of gifts and hospitality being offered within 3 working days. Where staff are overseas on official UKRI business without access to the register via the self-service portal, the offer must be reported as soon as possible, but always within 3 days of returning to work in the UK.

## **10. Submitting Returns**

- 10.1. The following procedures for declaring and managing gifts and hospitality will apply.
- 10.2. All employees will be responsible for submitting their own returns for approval via the cross UKRI, self-service portal.
- 10.3. Non-executive board and council members and other externals with no access to the self-service portal will submit through the relevant secretariat for onward submission.
- 10.4. UKRI Centres, Institutes, National laboratories and similar, including Innovate UK Loans Company, are also required to follow this process (see section 2.4).
- 10.5. Employees who are unable to access the self-service portal should complete the stand-alone register template and email it to the corporate hub governance team [giftsandhospitality@ukri.org](mailto:giftsandhospitality@ukri.org).

## **11. Managing Gifts and Hospitality Declarations**

- 11.1. Each Council and the corporate hub should have a nominated individual within their Council with responsibility for maintaining an overview of their Council's/corporate hub's records on the register (see paragraph 8.2). All line managers must be aware of their responsibilities in relation to limits, declarations, potential conflicts and mitigating actions in their team.
- 11.2. The UKRI governance team will work with the Finance team to maintain an overview of declarations, for example identify any patterns, test compliance and ensure CEO gift limits are not exceeded.
- 11.3. All staff should refer to the UKRI Conflict of Interest Policy and the UKRI Fraud and Bribery Policy for further information.

## **12. Policy Responsibilities**

- 12.1. The HM Treasury handbook 'Managing Public Money' sets out the general roles and responsibilities for people working in the public sector in relation to gifts and hospitality. Responsibilities can be delegated through the usual delegation process.

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- 12.2. Chief Executive Officer: The Chief Executive Officer is responsible for establishing and maintaining a sound system of internal control that supports the achievement of UKRI policies, aims and objectives. The system of internal control is designed to respond to and manage the whole range of risks that UKRI faces.
- 12.3 Executive Chair: Each Executive Chair is responsible for maintaining an overview of the gifts and hospitality spend in their Council, and ensuring they stay within their delegated limits for gifts.
- 12.4 Chief Finance Officer: The overall responsibility for managing the risk of fraud and bribery is at Executive Board level and has been delegated to the Chief Finance Officer. The system of controls covering gifts and hospitality spending is designed to identify activities across UKRI and compliance with the policy limits.
- 12.5 Line managers: All line managers are advised to seek advice from the UKRI Chief Finance Officer if they believe this policy has been contravened.
- 12.6 All employees: Staff should report any concerns to their line manager, in accordance with the UKRI Fraud and Bribery Policy.
- 13. Policy Communication**
- 13.1. This updated policy, a set of live, Frequently Asked Questions (FAQs), an updated register template and the new self-service portal to access the central register will be publicised to all employees by an all staff 'Internal Communications' message on the internal staff intranet, and followed up by the nominated individual within each Council and the corporate hub. The policy will be externally available on the ['our employment policies'](#) section of the UKRI website.
- 14. Training**
- 14.1. All new employees will be made aware of the policy, associated FAQs, register and any additional guidance during their induction, which will also be available to all staff. Risks associated with gifts and hospitality will be embedded within the induction training provided by the Counter Fraud and Investigations team. These will be added to the UKRI Risk Register and monitored by the UKRI Risk team with the relevant risk owner. The nominated individual within each Council/corporate hub will use internal communication channels to remind existing staff of the changes.
- 15. Policy Benefits**
- 15.1. Investment in this policy will benefit UKRI by:
- ensuring that all employees are aware of their responsibilities concerning gifts and hospitality; and
  - mitigating the risk of actual or potential impropriety.



**Appendix 1: Relevant Authoritative Bodies Related to UKRI Documents, Legislation, Regulations and Supporting Frameworks.**

**Authoritative Bodies**

Department for Business, Energy and Industrial Strategy (BEIS)	Supports the scientific community and funds UKRI activities.
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**Related Documents**

The Fraud Act 2006	<a href="http://www.legislation.gov.uk/ukpga/2006/35/contents">http://www.legislation.gov.uk/ukpga/2006/35/contents</a>
The Bribery Act 2010	<a href="http://www.legislation.gov.uk/ukpga/2010/23/contents">http://www.legislation.gov.uk/ukpga/2010/23/contents</a>
Managing Public Money	<a href="https://www.gov.uk/government/publications/managing-public-money">https://www.gov.uk/government/publications/managing-public-money</a>
UKRI Fraud and Bribery Policy	<a href="https://www.ukri.org/files/termsconditions/ukri-counter-fraud-and-bribery-policy-pdf/">https://www.ukri.org/files/termsconditions/ukri-counter-fraud-and-bribery-policy-pdf/</a>
UKRI Code of Conduct	<a href="https://www.ukri.org/wp-content/uploads/2021/03/UKRI-1503-21-CodeOfConduct-2.pdf">https://www.ukri.org/wp-content/uploads/2021/03/UKRI-1503-21-CodeOfConduct-2.pdf</a>
UKRI Managing Performance and Conduct Policy	<a href="https://www.ukri.org/files/termsconditions/ukri-managing-performance-and-conduct-policy-pdf/">https://www.ukri.org/files/termsconditions/ukri-managing-performance-and-conduct-policy-pdf/</a>
UKRI Whistleblowing – Freedom to Speak Up Policy	<a href="https://www.ukri.org/about-us/work-for-us/our-employment-policies/whistleblowing-policy/">https://www.ukri.org/about-us/work-for-us/our-employment-policies/whistleblowing-policy/</a>
UKRI Conflicts of Interest Policy	<a href="https://www.ukri.org/wp-content/uploads/2020/11/UKRI-171120-ConflictsOfInterestPolicy-Dec19.pdf.pdf">https://www.ukri.org/wp-content/uploads/2020/11/UKRI-171120-ConflictsOfInterestPolicy-Dec19.pdf.pdf</a>
Cabinet Office Counter Fraud Framework	<a href="https://www.gov.uk/government/groups/counter-fraud-standards-and-profession#our-framework">https://www.gov.uk/government/groups/counter-fraud-standards-and-profession#our-framework</a>
UKRI Travel and Subsistence Policy	<a href="https://www.ukri.org/files/termsconditions/ukri-travel-and-subsistence-policy-pdf/">https://www.ukri.org/files/termsconditions/ukri-travel-and-subsistence-policy-pdf/</a>
Civil Service Code	<a href="https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code">https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code</a>

## Gifts and Hospitality Policy

### Appendix 2: Points of Contact

<b>Name</b>	<b>Role</b>	<b>E-Mail</b>
Siobhan Peters	UKRI Chief Finance Officer	Siobhan.Peters@ukri.org
Rod Viggers	Head of Governance	Rod.Viggers@ukri.org
Gifts and Hospitality Team	Submissions, requests and queries relating to the gifts and hospitality register or policy	<a href="mailto:giftsandhospitality@ukri.org">giftsandhospitality@ukri.org</a>
Fraud Line	Alternative method of reporting	<a href="mailto:report.fraud@ukri.org.uk">report.fraud@ukri.org.uk</a>
Action Fraud	Reporting body of fraud referrals	<a href="https://www.actionfraud.police.uk/contact-us">https://www.actionfraud.police.uk/contact-us</a>

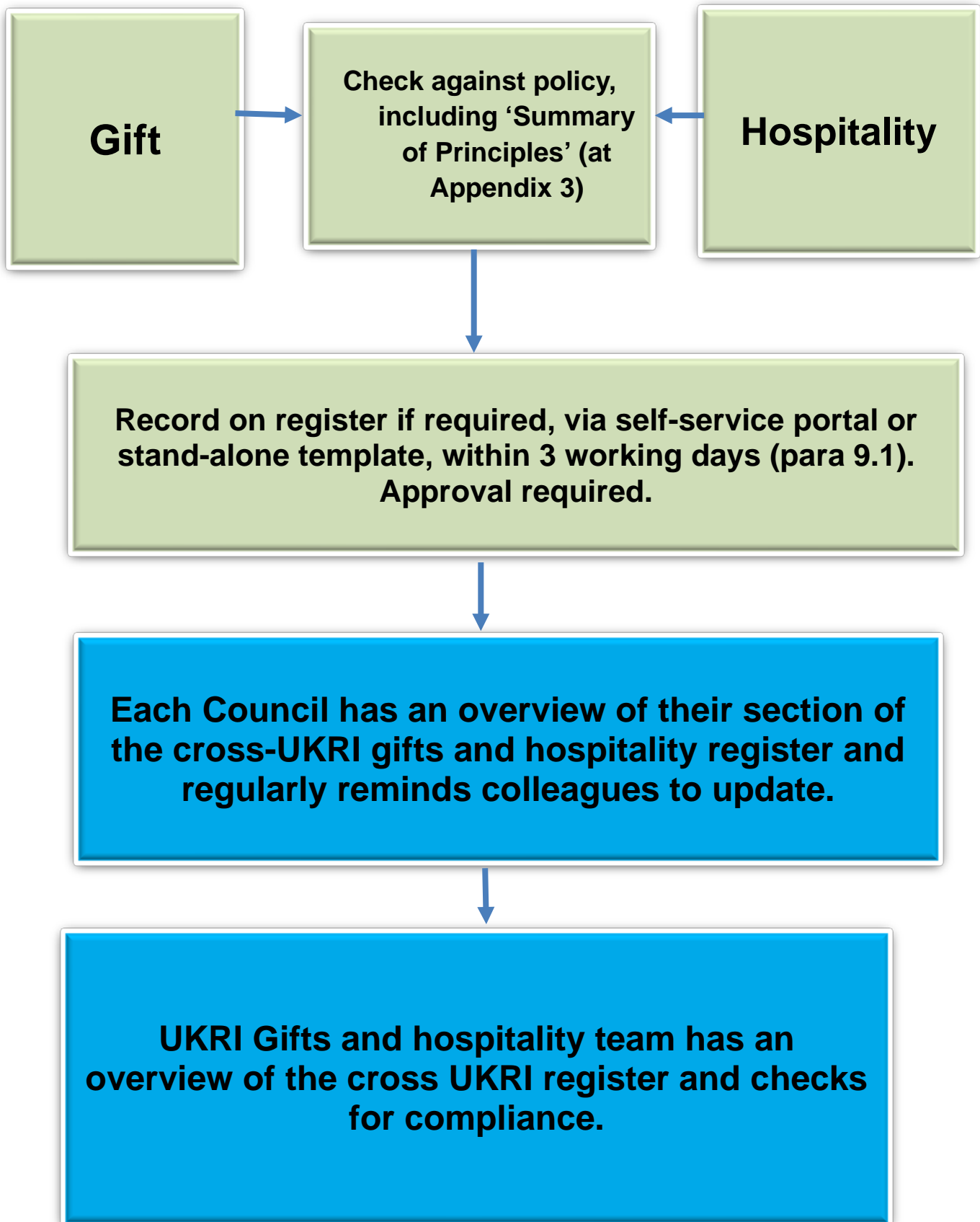
**Appendix 3: Receiving Gifts and Hospitality – Summary of Principles**

Situation	Principle	Add to Register?	Other Actions
Receipt of Trivial Gifts or hospitality less than £20 in value	Acceptable in moderation, unless regular	No, unless regular	
Receipt of Gifts or hospitality worth £20 or more (See paragraph 7.1 - 7.3; 7.6)	Decline Where it is not possible or appropriate to decline the gift, it should be surrendered to corporate hub governance team or your Director. A gift or hospitality should not be accepted if the cumulative value from any one organisation or individual exceeds £100 in any 12-month period or £20 for any one gift.	Yes	Surrender any gifts accepted to corporate hub governance team or your Director/equivalent.  Prizes are treated separately
Receipt of branded merchandise and promotional items (see paragraphs 3.1, 7.8, 7.10)	Part of core public engagement, marketing and advertising activities and out of scope of this policy, but common sense should prevail when considering whether to accept or decline.	No, unless non-trivial value	Be aware of the potential to influence.
Prizes (see paragraph 7.7)	Where there is clear publicly stated rationale, for example based on quality or merit, a prize can be accepted where it is not intended to influence.  Many prizes are actually awards and come with their own constraints/conditions.	Yes	Declare any prizes accepted as gifts, specifying 'prize' in the notes section
Invitation to external lunch/dinner/reception (See paragraph 3.2, 3.3), scientific conference including dinner and accommodation	If normal UKRI business and governance activities, and the primary focus is forwarding UKRI's policies, aims and objectives - then out of scope of this policy.	No, unless unclear about the motives or regularity of invitations.	
Invitation or gift from supplier or potential supplier (see section 7.4, 7.6, 7.12)	Decline	Yes	
Procurement and funding (paragraph 7.12)	Decision-makers and other employees participating in procurement or funding decisions and processes, should be particularly vigilant, and not under any circumstances accept non-	Yes	

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	trivial gifts or hospitality from suppliers or potential suppliers.		
Attendance at trade fairs, exhibitions, etc (paragraph 3.3, 7.9)	Acceptable, as normal UKRI business and governance activities, unless motives are unclear, there is undue lavishness, or you detect a regularity in the invitations	No, unless motives are unclear.	
Any doubts?	Declare in Register Consult the Gifts and Hospitality team giftsandhospitality@ukri.org	Yes	

**Appendix 4: Process Flowchart for receiving, approving, recording and providing assurance for gifts and hospitality register.**



**Appendix 5: Document Review and Version Control**

<b>Document Control</b>	
Original Version	1.0
Effective From Date	1 July 2018
Approved By	Design and Delivery Sub Board
Date of Approval	10 April 2018
Date of Last Review	13 June 2018
Date of Next Review	1 July 2019
Retention Period	
Owner	Head of Governance
Author	Brendan Harper, Investigations Manager UKRI

<b>Version Control</b>				
<b>Version Number</b>	<b>Status</b>	<b>Revision Date</b>	<b>Author(s)</b>	<b>Summary of Changes</b>
V2.0		October 2020	Andrea Turner, Senior Governance Manager	Major updates following GIAA audit recommendations and consultation across UKRI

**Amendment History**

<b>Version</b>	<b>Date</b>	<b>Comments / Changes</b>
1.0	9 February 2018	Terms and Conditions Working Group
1.0	20 February 2018	Terms and Conditions Working Group
1.0	12 December 2019	Government definitions of fraud, bribery and corruption
2.0	October 2020	Policy updated following additional consultation
2.0	12 November 2020	Policy agreed by PFO
2.0	14 January 2021	Policy agreed by Policy Working Group
2.0	26 February 2021	Policy agreed by JNCC Trade Union side
2.0	1 April 2021	Policy published