Procedures for the exchange of gifts and hospitality

**Academic departments**

- Advice may be sought at any stage from the Governance & Assurance Office, who will refer on to Finance Department and/or the International team as appropriate.
- Escalation according to degree of risk, or where HoD/line manager is conflicted.
  - Any gifts to foreign government officials, politicians or political parties must be notified to the Registrar & Secretary or the Director of Finance.

**Professional support services**

- To be logged by the individual in the departmental/equivalent gifts and hospitality register:
  - Any exchanges of gifts/hospitality over the value of £40 per person
  - Any gifts or hospitality offered but declined

**Decision re:** propriety of the exchange (including whether to accept or decline gifts/hospitality offered)

**Individual refers the issue for a decision, with reference to key principles of this Policy**

**Advice re:** exchange of gifts/hospitality (any value)

Report any potential breaches of the UK Bribery Act under the University’s Anti-Bribery Policy.