



Royal Conservatoire *of* Scotland

Acceptance of Personal Gifts and of Hospitality by Members of The Board of Governors and Staff

POLICY AND GUIDELINES

Policy regarding acceptance of personal gifts and of hospitality by members of the Board of Governors and staff of the Royal Conservatoire of Scotland

1. Introduction

The Royal Conservatoire of Scotland is responsible for the expenditure of significant sums of money through the purchase of commodities and services and through the awarding and tenders for contracts. In addition, the Royal Conservatoire of Scotland appoints significant numbers of people.

The Royal Conservatoire of Scotland is committed to maintaining and promoting high standards of propriety and professionalism.

If members of the Board of Governors or staff are offered gifts, hospitality or awards and when they are involved in making staffing appointments, they must do so in keeping with the standards set out by the Conservatoire in this policy.

2. Purpose

The purpose of this policy is to provide guidelines for members of the Board of Governors and staff in situations where they are offered gifts, hospitality or awards and when they are involved in making staffing appointments.

3. Scope

This policy applies to all members of the Board of Governor and Conservatoire staff.

4. Guidelines

The Board of Governors recognises that Members of the Board of Governors and Conservatoire staff will encounter as part of normal business practice or social convention gifts and offers of hospitality and that to refuse these offers may cause misunderstanding or offence, but to accept them might be improper and raise a suspicion of a conflict of interest or partiality. In particular, those responsible for the award of major contracts should ensure that their objectivity is not compromised in this manner.

Members of the Board of Governors and Conservatoire staff may not accept any benefit as an inducement or reward for taking any particular action or showing any particular favour. In general any response to such offers should be such that they would not create any suspicions of any conflict between official duty and private interest.

Gifts other than token value gifts should normally be refused. If such refusal is deemed injurious to the Royal Conservatoire of Scotland the gift may be accepted as a gift to the Conservatoire and passed on receipt to the Conservatoire Secretary for Conservatoire use. The Conservatoire Secretary will maintain a record of any such gifts. In particular, staff should not normally accept gifts from students.

Offers of hospitality should be declared by all staff to their line manager who has responsibility for vetoing the hospitality if he or she considers that it might give rise to a conflict of personal and official interest or if it might be construed as such by an external observer. In judging whether offers of hospitality exceed a reasonable norm the line manager should consider the frequency of the offers and the timing of the offers in relation to any proposed expenditure by the Conservatoire which could benefit the individual or company making the offer.

5. Responsibility

The implementation of the Acceptance of Personal Gifts and of Hospitality by Members of The Board of Governors and Conservatoire staff policy is the responsibility of the Board of Governors, Conservatoire Executive, Directors, Heads of Department and Line Managers in conjunction with the Director of Human Resources.

6. Review

This policy may be subject to change as necessary.

The Director of Human Resources will review the policy and make recommendations on any future developments to the policy.