



## **Dovecotes TMO - Gifts & Hospitality Statement**

You must be especially careful about accepting any gifts, favours or hospitality from any person or any organisation having an interest in obtaining or providing services to the Tenant Management Organisation.

Offers to attend purely social or sporting functions must be accepted only when they are part of the life of the community or where Dovecotes TMO should be seen to be represented.

All accepted offers of hospitality or gifts must be properly authorised and recorded in a register maintained for the purpose by the Manager.

When hospitality offered by contractors has to be declined, you must courteously but firmly inform them of the procedure and standards operated at Dovecotes TMO.

When receiving hospitality you must be sensitive to the timing of decisions for letting contracts and to any contractual disputes.

Acceptance of commercial sponsorship for attendance at relevant conferences and courses is acceptable, but only if you first obtain authorisation and if purchasing decisions are not compromised.

You should not accept significant person gifts from contractors and service providers such as food, drink, cars, clothes and jewellery. Inexpensive calendars, diaries, blotting pads, pens, etc. (perhaps marked with the donor's name) are acceptable.

If in any doubt whether you should accept a gift it is best to refuse it. If you receive an unsolicited gift you should return it and report your action to your manager. This is safer than having the matter raised by someone else at a later date.

If you are offered something you consider to be beyond a good will gesture (that is, a bribe) you should tell your line manager.