



Pro Touch SA CIC
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Pro Touch SA CIC – Gifts and Hospitality Policy

1. Purpose

This policy sets out the principles and standards for receiving or offering gifts and hospitality to ensure transparency, avoid conflicts of interest, and maintain public trust in the work of Pro Touch SA CIC.

2. Scope

This policy applies to all staff, volunteers, board of directors, consultants, contractors, and representatives of Pro Touch SA CIC.

3. Principles

- All actions must be honest, transparent, and in the best interests of the organisation and the communities we serve.
- Gifts or hospitality must never influence or appear to influence decisions, performance, or professional judgment.
- All gifts and hospitality must be declared if they meet the reporting threshold (see section 6).

4. Accepting Gifts or Hospitality

Staff and representatives may accept gifts or hospitality when:

- They are of low value (e.g., under £25), such as a box of chocolates, tea, or branded stationery.
- They are offered as part of a cultural custom or as a token of gratitude, not to influence.
- Hospitality (e.g. a working lunch) is reasonable and proportionate to the context.

Gifts or hospitality must not be accepted if:

- They are given in exchange for, or linked to, a service or decision.
- They are excessive, frequent, or inappropriate.
- Accepting them would breach safeguarding, funding, or contractual obligations.

5. Offering Gifts or Hospitality

Pro Touch SA CIC may offer modest gifts or hospitality where appropriate, for example:

- Thank-you gifts to guest speakers or community partners.
- Light refreshments or working meals at official meetings or events.

All such offers must be reasonable, proportionate, and recorded if they exceed the threshold.

6. Declaration and Recording

- Gifts or hospitality over £25 in value (whether received or given) must be declared using the Gifts and Hospitality Register, maintained by the Operations Director or DSL.
- Where multiple low-value gifts from the same source are received in a short time period, they should be declared collectively if their total value exceeds £25.
- The register will be reviewed annually by senior management and made available for audit upon request.

7. Breach of Policy

Any breach of this policy may lead to disciplinary action. Serious or repeated breaches may be treated as gross misconduct. In cases involving fraud, bribery, or corruption, external authorities may be notified.



8. Related Policies

- Code of Conduct
- Conflict of Interest Policy
- Safeguarding Policy
- Financial Procedures Policy

9. Review and Approval

This policy will be reviewed annually, or sooner if required due to legislative or regulatory changes.

Date Approved: 20/06/2025

Next Review Date: 20/06/2026