# Gifts and Hospitality Form when given

### This form is only to be completed where the gift/hospitality is over/ above INR 5,000.

**Key:**

"True Value" The market value (not black market value) of the gift/hospitality plus any add-ons, not the actual cost (if any) to the giver/host.

|  |  |
| --- | --- |
| 1**Giver of Gift** / **Host of Hospitality****(Elior** / **Client/ Supplier/ Consultant)** | \Client xxx |
| **Gift** / **Hospitality Event details** | 1 bottle of Champagne and a chocolate box |
| **Reason for Gift/Hospitality** | Year-end gift to a person we are often working with |
| **Date of Event** | December |
| **Have we checked that the policy of the company of the beneficiary allows him to accept our gift or our invitation?**  | Yes. Here attached a written certificate |
| **Number of gifts/hospitality already given from the beginning of the year** | 1 |
| **Spouse** / **Partner** / **Family Member invited?****If so, please provide details.** | no |
| **Overnight** / **Stay(s) included?** | no |
| **Air Travel included?** | no |
| **True Value of Gift** / **Hospitality for all recipients** / **invitees** | INR 3,000 |

**What should you do next?**

|  |  |  |
| --- | --- | --- |
|  | **Total True Value****(for au recipients** / **invitees)** | **What next?** |
| Gift / Hospitality | **Under INR 5,000** | No approval required |
| Gift / Hospitality | **Over INR 5,000 to INR15,000** | Please obtain your Line Manager's consent and forward this form, to your compliance officer for retention with the records. |
| Gift / Hospitality | **Between INR 15,000 and INR 40,000** | Please obtain your Line Manager's consent and forward this form, to compliance officer for approval of the CEO and then for record. |
| Gift / Hospitality | **Over INR 40,000** | Not possible but agreement from the Group’s CEO |

Colleague Name:

Line Manager Name:

Company Secretary Signature

Date:

Date:

Date Approval Received from the CEO

# Categorisation of gifts and hospitality you can receive



## A. Do not accept

**Generally high value gifts and hospitality over INR 40,000 in value which might look as if it has been offered to** l **compromise personal judgement and integrity.**

* Financial gifts (money/gift vouchers/discounts etc)
* Membership of or subscription to clubs
* Tickets to sporting or social events
* Holidays

. These **cannot** be accepted or, if

* difficult to refuse at the time, should be returned as soon as possible.

**Complete the attached Gifts**

* **and Hospitality Form to keep evidence of the refusal.**

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i **B. Can be accepted** • Supplier conference /

educational trips

* Food hamper
* Tickets to sporting or similar events
* An evening meal
* Sottie of wine
* Flowers
* Books

These can be accepted if approval received.

**Line Manager approval if over INR 5,000 up to INR 15,000 and**

**Leadership team approval for** ;

**INR15,000 to INR 40,000**

**Complete the attached Gifts and Hospitality Form and send it to the compliance officer for record.**

**C. Can be accepted and kept by the individual**

**Very low value items (a few €s at the most) such**

, **as marketing gifts given out at conferences or pens and note pads given out on training courses.**

* + Working lunches and other low value refreshments
	+ Pens
	+ Key rings
	+ Mugs
	+ Note pads
	+ Diaries

These can be accepted.

Their receipt **does not need to**

## . be included in the gifts and

, **hospitality register** and therefore **does not need a Gifts** •

## and Hospitality Form to be

**completed.** However the correct assessment of the gift/hospitality received is under the responsibility of the receiver. If an under assessment is then detected, sanction actions could be taken according to the size. **For any avoidance of doubt, it is recommended to validate the assessment with the line manager.**

# Gifts and Hospitality Form when received

### This form is only to be completed where the gift/hospitality is over/above INR 5,000.

**Key:**

"True Value" The market value (not black market value) of the gift/hospitality plus any add-ons, not the actual cost (if any) to the giver/host.

|  |  |
| --- | --- |
| 1**Giver of Gift** / **Host of Hospitality****(Elior** / **Client/ Supplier/ Consultant)** | \Client xxx |
| **Gift** / **Hospitality Event details** | 1 bottle of Champagne and a chocolate box |
| **Reason for Gift/Hospitality** | Year-end gift |
| **Date of Event** | December |
| **Number of gifts/hospitality already received from the beginning of the year from this partner** | 1 |
| **Spouse** / **Partner** / **Family Member invited?****If so, please provide details.** | no |
| **Overnight** / **Stay(s) included?** | no |
| **Air Travel included?** | no |
| **True Value of Gift** / **Hospitality for all recipients** / **invitees** | INR 3,000 |

**What should you do next?**

|  |  |  |
| --- | --- | --- |
|  | **Total True Value****(for au recipients** / **invitees)** | **What next?** |
| Gift / Hospitality | Under INR 5,000 | No approval required |
| Gift / Hospitality | Over INR 5,000 to INR 15,000 | Please obtain your Line Manager's consent and forward this form, to your compliance officer for retention with the records. |
| Gift / Hospitality | Between INR 15,000 and INR 40,000  | Please obtain your Line Manager's consent and forward this form, to compliance officer for approval at the next Leadership Team meeting (within the next 4 weeks). |
| Gift / Hospitality | Over INR 40,000 | Not possible |

Colleague Name:

Line Manager Name:

Company Secretary Signature

Date:

Date:

Date Approval Received from the CEO