



## Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA441
<b>Title</b>	Entertainment and Hospitality Policy
<b>Policy Owner</b>	An Sparánaí
<b>Date</b>	July 2020
<b>Approved By</b>	University Management Team (UMT)

### 1.0 Purpose

Describes the circumstances in which it is deemed reasonable and appropriate, in accordance with Government guidelines and best practice, to incur costs relating to entertainment of University staff, students, stakeholders, etc. and those circumstances when it is appropriate to **accept and/or grant** hospitality and gifts.

### 2.0 Description

This policy aims to provide guidance and direction to University staff and stakeholders in the matter of appropriate levels of entertainment, hospitality, and gifts. Key aspects of the policy are the avoidance of conflict of interest and attainment of value for money (VFM).

#### 2.1 Code of Conduct For Staff

In addition to providing detailed guidance and direction on 'Conflict of Interest' the Universities Staff Code of Conduct which may be viewed at : <http://www.universityofgalway.ie/human-resources/duringemployment/policiesandprocedures/> sets out appropriate levels for gifts, entertainment, and hospitality. These are reproduced herewith for convenience.

#### I. Gifts

University of Galway staff shall not solicit gifts directly or indirectly. Any gift other than a \*modest token of nominal value should be firmly declined, and should be reported to the relevant Head of School, Dean or senior manager, as appropriate. Gifts of nominal value that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. The Office of the Secretary for Governance & Academic Affairs will maintain a Register of gifts and hospitality in collaboration with the President's Office and the University Management Team (UMT).

University of Galway staff members shall not, by virtue of his/her official dealing with a supplier, accept on his/her own or family's behalf, any special facility, or discount on a private purchase or service, from a supplier.

University of Galway staff shall not accept cash as a gift under any circumstances.

*\*A gift should be considered as modest if its value does not exceed €150. This limit will be adjusted from time to time in the light of prevailing economic circumstances. This can be checked as necessary directly with Oifig an Sparánaí.*

#### II. Accepting Hospitality

In their official contacts with outside organizations or persons, every care must be taken by staff to ensure that any acceptance of hospitality does not influence them, and cannot reasonably be seen to influence them, in discharging their functions.



No objection would normally be taken to the acceptance of what is regarded as routine or customary hospitality, the most obvious example being a business lunch, or attendance at a civic, cultural or festive event or acceptance of short-stay modest accommodation where the staff member is officially representing the university, a guest of honor or speaker at a conference. Staff should seek guidance from their Head of School, Dean, or senior manager, as appropriate, if in doubt.

Where hospitality must be declined, those making the offer should be informed of the standards required by this Code.

### III. Granting of Hospitality

The nature of University business is such that senior staff may be placed in situations where there is an accepted and reasonable expectation of hospitality to be extended to their guests/campus visitors. In such situations, care must be taken by staff to ensure that such hospitality is both modest and reasonable. While it is expected and accepted that distinguished visitors/guests may be extended more generous levels of hospitality, a useful baseline yardstick is the Civil Service allowances for lunches (5-hour rate €14) and dinners (10 hour rate €33) inclusive of refreshments.

### IV. Records

In all circumstances, a record of events/meetings/functions at which gifts/hospitality are received or extended must be kept to record inter alia:

- (i) The purpose of the event/meeting
- (ii) The attendees, distinguishing between University employees and others
- (iii) The actual or perceived value of the event to the University

The record should bear the name of the person completing it in clearly legible writing and a copy should be attached to any documents submitted for transaction processing, e.g., restaurant invoices/expense reimbursement claims/credit card statements.

## 3.0 Responsibilities

Name	Responsibility
An Sparánaí	Policy Owner
All University Staff	Compliance with policy and Code of conduct

## 4.0 Related Documentation

University of Galway Code of Conduct for staff : <http://www.universityofgalway.ie/human-resources/duringemployment/policiesandprocedures/>