Gifts and Hospitality: Decision Making Guide

All gifts and hospitality offered should be consistent with the School's Ethics Code, related polices and relevant legislation. Acceptance should not constitute an actual or perceived conflict of interest. Full details can be found in the Policy and Procedure for Gifts and Hospitality.

1. Is it **money** that is being offered?
2. Could the offer be perceived as an inducement as part of a decision e.g. **assessment, procurement, admissions**?
3. Is it being offered by a supplier or potential supplier during a **tender/procurement** process?

If **any** are 'yes' → This could be considered a bribe. You should **decline** the offer and email details to ethics@lse.ac.uk

If **all** are 'no'...

Is the gift or hospitality being offered, listed as an acceptable gift or form of hospitality?

No → You should politely **decline** the offer and ensure it is registered on the Gifts and Hospitality Register.

If you feel there is a justification for acceptance, you should seek further advice: ethics@lse.ac.uk.

Yes

Is the hospitality directly related to academic work e.g presenting at a conference?

Yes → **What is the estimated value?**

No

What is the estimated value?

Under £50	£50.00 - £99.99	£100 - £249.99	£250+
Accept/ decline: No requirement to record or seek prior approval.	**Accept/Decline and record:** No requirement or seek prior approval. You must record this on the Gifts & Hospitality Register.	**Seek managers' approval, accept/decline and record** Seek permission from your line manager before acceptance. Record on the Gifts & Hospitality Register.	**Record, approval sought, accept/decline** If £250+ or unusual, you must complete the Register which will trigger seeking approval from the Chief Financial Officer before acceptance.

Up to £50	£50.00 - £249.99	£250.00 - £499.99	£500+
Accept/ Decline: No requirement to record or seek prior approval.	**Accept/ Decline and record:** No requirement or seek prior approval. You must record this on the Gifts & Hospitality Register.	**Seek managers' approval, accept/ decline and record** Seek permission from your line manager before acceptance. Record on the Register.	**Record, CFO approval sought, accept/decline** If 500+ or unusual, you must complete the Register which will trigger seeking approval from the Chief Financial Officer before acceptance.

Acceptable and unacceptable gifts and hospitality

<table>
<tr><td></td><td>Acceptable/appropriate</td><td>Unacceptable/ not appropriate</td></tr>
<tr><td rowspan="2">Gifts</td><td>Small token items:
Box of Chocolates
Flowers
Bottle of Wine
Stationery items such as pens
Diary or calendar
Book
Mug
<i>Ticket/s for events should be considered carefully as the value of tickets can vary greatly. For example sporting events, opera, theatre.</i></td><td>All gifts of money must be declined
Gift vouchers
Gifts of high value
Holidays (UK or abroad) or holiday travel
Goods or services at trade/discount prices for personal use
Frequent gifts from the same source.
Gifts from a company during the procurement process.</td></tr>
<tr><td>Acceptable</td><td>Unacceptable</td></tr>
<tr><td>Hospitality</td><td>Refreshments (tea/coffee).
Working lunches.
Drinks receptions/book launches.
Dinners at conferences.
Modest entertainment from an existing supplier.
Work related travel and accommodation such as when speaking at an academic conference.</td><td>Attendance at lavish/extravagant social functions.
Travel and accommodation not related directly to work related activities such as attendance at conference/required for role.
Frequent invitations from the same individual or organisation.
Entertainment from a company during the procurement process.</td></tr>
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You can also seek further advice and guidance from the Ethics Manager: ethics@lse.ac.uk.

Gifts from students

Gifts from students may be perceived to be provided in order to influence assessment decisions. Therefore, only low value thank-you gifts should be accepted.

Hospitality directly related to academic work

If the hospitality (such as travel, accommodation or dinner) is directly related to academic work and dissemination of research (and is not listed as 'unacceptable' above) then it does not need approval or to be recorded on the register, as long as the total value is under £250. Staff should also be satisfied that acceptance does not constitute an actual or perceived conflict of interest.

Seeking further advice

Full details can be found in the Policy and Procedure for Gifts and Hospitality.