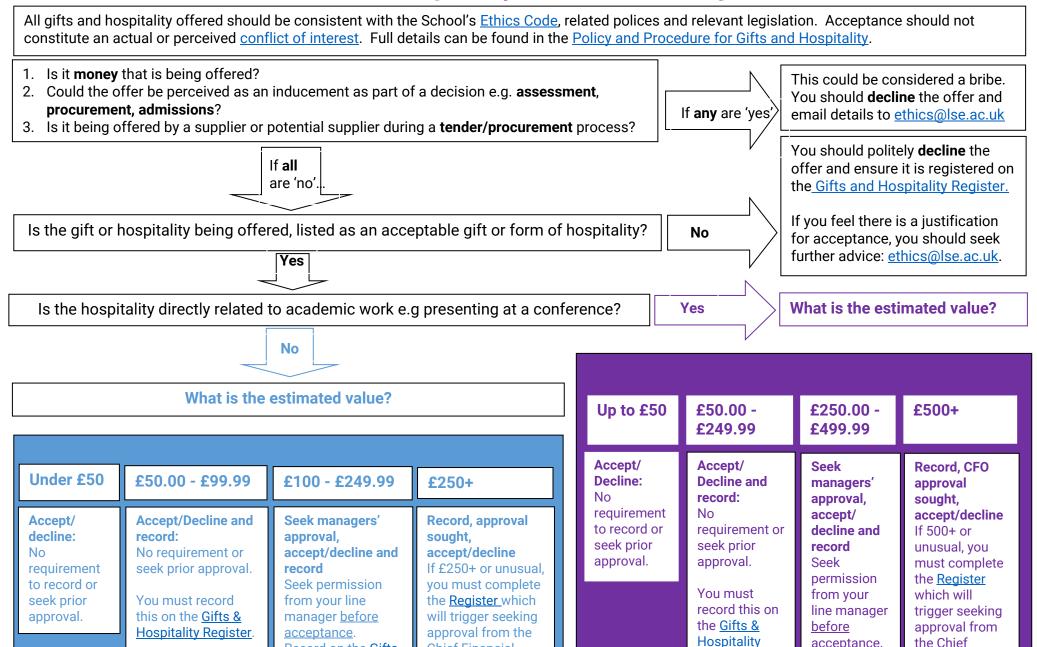
Gifts and Hospitality: Decision Making Guide



Chief Financial

Officer before

acceptance.

Record on the Gifts

& Hospitality

Register.

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Acceptable and unacceptable gifts and hospitality

	Acceptable/appropriate	Unacceptable/ not appropriate
Gifts	Small token items:	 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.
	Acceptable	Unacceptable
Hospitality	 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. 	 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.

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 <u>Policy</u> and Procedure for Gifts and Hospitality.