

The Policy . Gifts and Hospitality

INTRODUCTION

Bribery is a Criminal Offence.

Support and Advocacy for MS, CIC (SAMS CIC) prohibits any form of bribery. It requires compliance, from everyone connected with its business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to SAMS CIC, and it has a 'zero tolerance' attitude towards corrupt activities of any kind, whether committed by any of its employees, or by third parties acting for, or on behalf of the organisation.

POLICY

It is prohibited, directly or indirectly, for any person or volunteer working on the behalf of SAMS CIC, to offer, give, request or accept any bribe – ie: gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for the organisation, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

If SAMS CIC suspects that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our Disciplinary Procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of SAMS CIC's business arrangement with you.

GIFTS AND HOSPITALITY

SAMS CIC realises that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return, may occur – or even be common-place. This does not constitute bribery where it is proportionate and recorded properly.

No gifts should be given, nor hospitality offered by anyone working on SAMS CIC behalf. Similarly, no gift or offer of hospitality should be accepted by anyone working on SAMS CIC's behalf - without receiving prior written approval from the Chair.

A record will be made of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this Policy is subject to review, and SAMS CIC reserves the right to amend this Policy without prior notice.