



### Declaration of Gifts and Hospitality Form

**All employees** are expected to show good sense and tact when receiving gifts and/or offers of hospitality. Where such are accepted, and are estimated to be of a value greater than £25, officers must complete and return the following form to Human Resources, preferably electronically.

<b>Name:</b>	
<b>Position:</b>	
<b>Department:</b>	
<b>Date accepted:</b>	
<b>Description of gift/hospitality:</b>	
<b>Gift/hospitality offered by:</b>	
<b>Estimated value:</b>	
<b>Acceptance authorised by (Senior Officer) :</b>	
<b>Additional relevant information:</b>	