



Helping Blind and Disabled People

Margaret Powell House, 403 Midsummer Boulevard, Milton Keynes MK9 3BN

Tel 01908 231123

e-mail: mkreaderservice@yahoo.co.uk

Website: www.miltonkeynesreaderservice.org.uk

Professional Code of Behaviour (staff, volunteers, trustees)

Acceptance of Gifts or Hospitality

Gifts or hospitality should not be canvassed nor accepted which might, or might reasonably appear to, compromise personal judgement or integrity or create an improper obligation. The individual is responsible for decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to scrutiny and do not bring Milton Keynes Reader Service into disrepute.

In evaluating whether it is appropriate to accept gifts/hospitality, never accept gifts in the form of cash or cash equivalent vouchers; something provided in return for something else (a "quid pro quo"); entertainment of an inappropriate nature.

Particular care should be taken with respect to offers of voluntary donations to Milton Keynes Reader Service. All offers of such donations must be dealt with in accordance with Milton Keynes Reader Service published procedures for dealing with voluntary income.

No one concerned with tendering may accept any form of hospitality from those involved in the tendering, during the tendering process

Any form of gift, entertainment or hospitality given, received or offered that exceeds £50 in value must be recorded in the MKRS Hospitality Register. The main aim of the Register is to create transparency about offers received, so that there are no grounds for suspicion about influence on Milton Keynes Reader Service decisions as a result of gifts, entertainment or hospitality.



Registered Charity No. 1169548



Walnut Tree
Community
Shop

Please email mkreaderservice@yahoo.co.uk or put in writing to Milton Keynes Reader Service, First Floor Margaret Powell House, 403 Midsummer Boulevard, Central Milton Keynes MK9 3BN, within 28 days, details of gift, entertainment or hospitality provided, offered or received. Please include:

- The name (and job title, if relevant) of the individual or body providing, offering or receiving the gift, entertainment or hospitality
- The type gift, entertainment or hospitality and an estimated value
- Whether the gift, entertainment or hospitality was accepted or declined
- The date of offer

In the event of doubt, as to whether any gift, entertainment or hospitality should be accepted, guidance should be sought from the Milton Keynes Reader Service Committee.