



APPENDIX C

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.

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