

Alcohol Education and Research Council

Declaration of Gifts and Hospitality

Staff, trustees and volunteers must, within 28 days of receiving any gift or hospitality over the value of £20 complete the declaration on the reverse of these guidelines and return it to the Committees and Grants Manager, who will add it to the gifts register.

The AERC's guidelines on hospitality and gifts are as follows:

1. You are personally responsible for all decisions connected with your acceptance of any gift or hospitality and for avoiding the risk of damage to public confidence in the AERC
2. You should treat with extreme caution any offer of gifts or hospitality made to you personally or partners/members of your family.
3. Gifts or hospitality of nominal value in the course of AERC business (e.g. meals or a token promotional gift) may be accepted but always consider if they need to be declared.
4. Tactfully refuse any gift or hospitality that might be perceived by the public as influencing your decisions or actions. If the gifts are sent to you, return them if the sender can be identified. If this is not possible, make arrangements for them to be appropriated to the AERC
5. Where the value of any gift or hospitality is over £20.00 you must declare receiving it within 28 days.
6. Where the value of any gift or hospitality is under £20.00 you may wish to declare receiving it.
7. Where an offer of any gift or hospitality is made but declined, you may wish to declare the offer.
8. Where the value of any gift or hospitality is substantially higher than £20.00 seek the approval of the Chairman or Chief Executive before accepting it
9. Declarations must be made on this form and no other method of declaration is valid.
10. When making declarations, answer all of the questions on the form.
11. If you're in any doubt about whether it would be appropriate for you to accept any gift or hospitality, decline it or seek the advice of the Chief Executive

