

One Million Mentors (1MM)

Gifts and hospitality policy for mentors

Effective date: 1 January 2020

1. Purpose

From time to time, mentors or mentees may be offered gifts, hospitality or some other benefit (collectively known as gifts or hospitality) during the course of their mentoring relationship. There may also be times where mentors or mentees want to themselves offer gifts or hospitality.

This policy outlines how mentors and mentees must deal with the receipt or offers of such gifts or hospitality in order to comply with the UK Bribery Act 2010, as well as to support 1MM's commitment to safeguarding.

2. Definitions

For the purposes of this policy, a gift means anything of value that you give or accept, either directly or in kind, which can also take the form of hospitality. Examples include:

- a) A gift of any goods or services. Common gifts include chocolates, sweets, flowers, pens, diaries, calendars and books.
- b) The offer of food, drink, entertaining or the opportunity to attend any cultural or sporting event on terms not available to the general public. Common hospitality includes coffee, lunches or refreshments.
- c) The opportunity to acquire any goods and services free of charge or at a discount (on terms not available to the general public)

3. Gifts from mentors to mentees

3.1. The fundamental principle is that any offers of gifts or hospitality should be treated with great care. Mentors should avoid offering gifts and hospitality to mentees, carefully considering all of the circumstances around the offer of a gift of hospitality (scale, amount of the offer and frequency).

3.2. One-off gifts of a trivial nature, such as a box of chocolates or flowers or minor seasonal items such as calendars or diaries, may be offered, provided that this is not a regular occurrence (for example at the end of a mentoring programme, or to recognise an achievement). These gifts may not exceed £10 in value and only given with the permission of the Youth Partner's mentor coordinator.

3.3. Conventional hospitality may also be offered to mentees aged 18 years and over where again it is normal and reasonable in the circumstances. For example, a mentor may pay for a mentees coffee if the mentoring session is in a café.

3.4. Before offering any gifts or hospitality, mentors must consider whether doing so is in the direct interest of 1MM and the mentoring programme and proportionate to that interest. When considering this, think about whether a fair-minded member of the public, knowing the facts of the matter, would see anything improper or suspicious in the gift or hospitality being offered or received. If a mentor has any doubts, then they should speak to the Youth Partner's mentor coordinator in the first instance and then to their contact in the 1MM regional team if necessary.

3.5. All gifts or hospitality offered by mentors to mentees which exceed a notional value of £10.00 should be reported to their 1MM project coordinator who will inform the 1MM Head of Operations. These will then be logged on a gifts and hospitality register. This limit will be reviewed every two years.

3.6. If mentors are in any doubt of the likely value of any gift or hospitality the details should be provided for inclusion in the register. You may have to estimate the value of the gift or hospitality. Where possible, you should use as a guide the charge which other members of the public would pay to purchase the gift or receive the hospitality.

3.7. Mentors should never give gifts of cash to mentees, under any circumstances.

4. Gifts from mentees to mentors

4.1. Mentors should never expect gifts or hospitality as a reward for their volunteering.

4.2. One-off gifts of a trivial nature, such as a box of chocolates or flowers or minor seasonal items such as calendars or diaries, may be accepted, provided that this is not a regular occurrence (for example at the end of a mentoring programme, or to celebrate a birthday).

4.3. Mentors should never accept hospitality outside of the youth partner from a mentee, such as an invitation to eat with a mentee's family in their home.

4.4. Before accepting any gifts or hospitality, mentors must consider whether doing so is in the direct interest of 1MM and the mentoring programme and proportionate to that interest. When considering this, think about whether a fair-minded member of the public, knowing the facts of the matter, would see anything improper or suspicious in the gift or hospitality being offered or received. If a mentor has any doubts, then they should speak to the Youth Partner's mentor coordinator in the first instance and then to their contact in

the 1MM regional team if necessary.

4.5. All gifts or hospitality offered to a mentor from their mentee which exceed a notional value of £10.00 should be reported to their 1MM project coordinator who will inform the 1MM Head of Operations. These will then be logged on a gifts and hospitality register. This limit will be reviewed every two years.

4.6. If mentors are in any doubt of the likely value of any gift or hospitality the details should be provided for inclusion in the register. You may have to estimate the value of the gift or hospitality. Where possible, you should use as a guide the charge which other members of the public would pay to purchase the gift or receive the hospitality.

4.7. Gifts of cash to individual mentors should always be refused and never offered to others.

5. Policy Governance

The Gifts and Hospitality policy will be reviewed annually by the 1MM CEO and Head of Operations.

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| Policy owner | Head of Operations, 1MM |
| Policy approver | CEO, 1MM |
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