

Berkshire Maestros Policy on Gifts to Employees

Berkshire Maestros' code of conduct requires that all employees demonstrate our organisation's commitment to treating all people and organisations, with whom we come into contact or conduct business, impartially. Maestros' employees should demonstrate the highest standards of ethics and conduct. Employees practise and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all vendors, suppliers, customers, employees, potential employees, potential vendors or suppliers, parents/carers/students and any other individual or organisation.

To demonstrate our commitment to these standards and behaviour, all employees must abide by the following gift policy requirements.

No gifts of any kind, that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organisation, no matter the value, may be accepted by any employee, at any time, on or off the work premises unless the following procedures are followed. 'Gift' means any item including tokens of appreciation from parents/students as well as items of greater value.

- Any gift offered by parents/students as tokens of appreciation and/or 'thank-you' presents may be accepted by an individual member of staff providing the gift does not exceed the value of £25. e.g. boxes of chocolates, bottles of wine, flowers etc.
- Any gift above the value of £25 may be accepted in the first instance but the staff member must inform their line manager about the gift in writing and a decision about whether it is appropriate for the gift to be retained will be made at the line manager's discretion, also in writing.
- In such instances, the line manager should decide whether it is appropriate for the gift to be retained by the staff member or whether the gift should be declined.
- If it is not feasible to return or decline a gift, the gift becomes the property of Maestros and should be raffled off to all employees. Proceeds from the raffle will go towards Maestros 'Sponsor a Child' scheme. If employees are uninterested in the raffled item, the gift will be donated to a charity identified by the Board of Trustees. Alternatively, the Board of Trustees may decide to use the gift to raise funds to support the musical activities of disadvantaged students and may raffle the item through PFA events, concerts, etc.
- Any gifts offered to the organisation and/or employees by external vendors or suppliers as 'incentives' or rewards etc. will automatically become the property of Maestros as an organisation and will be treated as above.
- If any employee has questions about and / or needs clarification of any aspect of this policy, the employee should check with their line manager. If the line manager is uncertain or if there is any doubt about the suitability or value of a gift, advice from SMT should be sought as soon as possible. The SMT on behalf of the Board of Trustees is the arbiter of the gift policy to ensure consistent employee treatment across the company. Any exceptions to the gift policy may be made only with the permission of the SMT.

Gift Policy Exceptions are:

- gifts such as t-shirts, pens, trade show bags and all other gifts that employees obtain as members of the public at events such as conferences, training events and trade shows, that are offered equally to all members of the public attending the event.
- cards, thank-you notes, certificates or other written forms of thanks and recognition.
- food, beverages and moderately priced meals or tickets to local events that are supplied by and also attended by current customers, partners, stakeholders and vendors or suppliers in the interest of building positive professional relationships.

Employees are required to professionally inform vendors, potential vendors and others of Maestros' gift policy and the reasons the company has adopted the policy.

Adopted by the Board of Trustees **19th June 2012** To be reviewed October 2018

