

Gifts and Hospitality Record

The Company Anti Bribery and Corruption policy requires that all business gifts or hospitality received over an estimated value of £50 must be authorised by a Divisional Director and any over an estimated value of £250 by a Group Director. A Gifts and Hospitality register will be held in each division and sent quarterly to the Company Secretary to update the centrally held Group Gifts and Hospitality Register.

Any gift or hospitality received or declined must be recorded below and sent to your director for authority before inclusion in the Gifts and Hospitality Register.

(Complete more than one sheet if required)

This record includes gifts or hospitality reviewed or declined by the undersigned during the period from:							Date	Date To		
Item No.	Date Gift Received	Date of Hospitality Event	Supplier / Client / Host	Brief Description	on of Gift or Hospi	tality / Event	Approximate Value (£)	Offered by	(Name)	Declined / Accepted (Y/N)
I confirm that the list above is an accurate and complete record of any gifts and / or hospitality received or declined in the period stipulated										
Gift / Hospitality Recipient Name					Signature			Date		
Authorising Director Name					Signature			Date		