

DYFED ARCHAEOLOGICAL TRUST

ANTI-BRIBERY AND HOSPITALITY POLICY



Current since: 28 April 2016

Adopted at the Management Committee [board] Meeting of: 28 April 2016

Date of review following first adoption: 2020

Revised following review: January 2020

Re-adopted at the Management Committee [board] Meeting of: 23 January 2020

Date of review following re-adoption: 31 December 2023

DYFED ARCHAEOLOGICAL TRUST ('DAT')
ANTI-BRIBERY AND HOSPITALITY POLICY

Policy

DAT values its reputation for ethical behaviour and financial probity. Any involvement in bribery is illegal. The prevention, detection and reporting of bribery is the responsibility of the trustees and all members of staff. Anyone involved in bribery will be reported to the appropriate authority.

A trustee, member of staff or any close member of their respective families, should not offer or solicit/accept money, gifts, hospitality or anything else that could influence, or give the appearance of influencing, the relationship with an external organisation or individual.

This policy should be read in conjunction with DAT's Trustee and Staff Conflict of Interests Policies.

Making gifts and hospitality

Trustees or members of staff (or close member of their respective families) may:

- make gifts of nominal value, such as a DAT booklet
- with prior approval, provide meals or similar entertainment, provided that expenses are kept at a reasonable level (the price of a meal should not normally exceed £20 per head)

Receiving gifts and hospitality

Trustees or members of staff (or close member of their respective families) may:

- accept a gift of nominal value
- accept a meal or similar entertainment, provided that expenses are kept at a reasonable level (the price of a meal would not normally exceed £20 per head)

If a gift worth over £10, or hospitality worth over £20, is offered, or has been accepted, then the trustee or member of staff involved must discuss it with DAT's chairman or (as the case may be) their line manager and agree how to deal with it. For example, it may be returned, or steps taken to ensure that its acceptance does not influence a decision. Gifts or hospitality worth in excess of £50 should not be accepted.