



WAGGGS

Gifts and Hospitality Policy

WAGGGS policies fall into three main categories.

Constitutional governance policies

Decided by the World Conference: handle fundamental issues of mission, vision, values, strategy and priorities of the Movement.

World Board governance policies

Decided by the World Board: handle the specific governance responsibilities of WAGGGS Global Team and provide guidance for the implementation of the strategy of the organisation. Putting into practice the overall policy and strategy of WAGGGS; connecting and integrating activities and services to achieve the mission, vision and strategy.

Functional policies

Decided by the World Board and/or Chief Executive, as appropriate: handle major functional operations, provide the next level of detail to guide the work and are developed by the relevant groups working in functional areas.

This is a: functional policy and it applies to: Member Organisations, World Board members, other volunteers and staff of the World Association of Girl Guides and Girl Scouts

Approved by the 96th Meeting of the World Board, October 2000
Amended at the 102nd World Board meeting, October 2004
Amended at the 93rd Finance Committee Meeting, September 2007
Approved by the 107th Meeting of the World Board, September 2007
Approved by the 111th Meeting of the World Board, October 2009
This update approved by the World Board, July 2018 (W.Board 4790c)

Next update – no later than December 2020

For clarity, the version of this policy found on CascadeGo should be considered the correct version:

[CascadeGo](#)

1. POLICY

- 1.1 This policy applies to all members of the WAGGGS Global Team (trustees, all other volunteers, employees and anyone acting on behalf of WAGGGS). For the avoidance of doubt, where any Region or World Centre specific policies may differ, this policy will take precedence.
- 1.2 There are occasions – for example during official visits to Member Organisations or at Regional and World Conferences – when it is acceptable or appropriate to accept or give gifts or hospitality.
- 1.3 However, members of the WAGGGS Global Team must not accept benefits of any kind from a third party nor offer gifts, which might reasonably be seen to be a bribe, or compromise her or his personal judgement and integrity.
- 1.4 In order to protect both WAGGGS and its representatives, this policy sets out the circumstances under which it is and is not appropriate to accept or receive gifts and hospitality while on WAGGGS business. This is to help ensure transparency and minimise the risk or perception of wrongdoing.
- 1.5 As WAGGGS is headquartered in the UK, WAGGGS and anyone acting on WAGGGS business around the world are also subject to the UK Bribery Act 2010:
 - 1.5.1 Under that Act, bribery is defined as offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organisation's activities; and is applicable globally.
 - 1.5.2 The maximum penalty for bribery is ten years' imprisonment for individuals engaging in bribery and an unlimited fine for WAGGGS.
 - 1.5.3 For full details of WAGGGS' commitment to anti-bribery, please see the WAGGGS' anti-bribery policy.
- 1.6 A register of gifts given and received will be maintained and made publically available.
- 1.7 For clarity, travel, accommodation and subsistence for those engaged WAGGGS business do not count as gifts or hospitality and are covered by the travel and expenses policies.
- 1.8 This policy only covers the giving and receiving of gifts and hospitality between WAGGGS and external organisations and individuals. For the purposes of this policy and in line with the UK Bribery Act, Member Organisations must be considered as external, separate organisations.

2. RECEIVING GIFTS OR HOSPITALITY

- 2.1 Gifts to the individual are categorised into four broad groups:
 - 2.1.1 **Cannot be accepted:** Gifts or hospitality which have been offered as a bribe or to compromise personal judgement and integrity or reasonably appear to create that impression should not be accepted. These will generally be high value (over GBP50) items.¹ In addition any gift or hospitality from a candidate in any WAGGGS election should not be accepted. Cash offers can never be accepted. All such offers of gifts should be included in the gift register, even though they have not been accepted.
 - 2.1.2 **Can be accepted and kept by the individual:** There are smaller gifts, for example those often handed out at conferences, such as pens and badges, which are essentially marketing tools. Gifts from Member Organisations such as scarves and badges would also be acceptable. Other gifts such as flowers, books or a bottle of wine are also acceptable. Gifts in this category should not exceed GBP50 in value. Gifts in this category can be kept by the individual and do not need to be recorded in the gift register.
 - 2.1.3 **Can be accepted but will normally be raffled or shared:** It may sometimes not be possible to decline gifts or hospitality worth more than GBP50 without causing offence or other difficulty. In such cases, the gifts should be accepted at the time, and either returned later or if appropriate raffled or shared among the WAGGGS Global Team. Other examples of gifts in this category include hospitality or gifts from existing

¹ A term like 'high value' will always be context specific, particularly in an organisation operating internationally. As a result, what counts as 'high value' in one situation may not in another. Individual judgement will always be necessary. However, for clarity, WAGGGS will always consider items of more than GBP50 anywhere in the world as 'high value'.

suppliers (e.g. free flights). All such gifts and how they are disposed of should be entered in to the gift register.

- 2.1.4 **Institutional gifts:** those that are given to WAGGGS as an institution, from either individuals or other organisations. These may be accepted on behalf of WAGGGS, and kept in the most appropriate WAGGGS location (World Bureau, World Centre, or Brussels Office).
- 2.2 Hospitality in the form of infrequent working breakfasts, lunches or dinners can be accepted and not registered if they are less than GBP50 in value. Otherwise they should be registered.
- 2.3 Occasionally it may be necessary or appropriate to accept hospitality (for example attending a formal dinner) that has a higher value than GBP50. In these cases, employees should seek guidance and approval (in line with this policy) from their line manager. For volunteers, guidance should be sought in the first instance from their staff contact. If there is still doubt, approval (in line with this policy) should be sought from the appropriate World Board member and Leadership Team Director. Such hospitality should be included in the gifts register.
- 2.4 If a member of staff is unsure whether they should accept a gift or hospitality on behalf of WAGGGS, they should in the first instance check with their line manager.
- 2.5 If a volunteer is unsure whether they should accept a gift on behalf of WAGGGS, they should in the first instance check with their staff contact.

3. PROCEDURE FOR GIVING GIFTS OR OFFERING HOSPITALITY

- 3.1 Gifts on behalf of WAGGGS may only be given by members of the World Board, Functional Committees and Working Groups, Regional Committees or members of staff. Any other individual who wishes to give a gift on behalf of WAGGGS must seek and receive the approval – in advance – of the Chair of the World Board and the CEO.
- 3.2 A clear distinction should be made, when giving gifts as to whether the gifts are being given by WAGGGS, or are a personal present. No volunteer or staff member is under any obligation to provide gifts at their own expense.
- 3.2.1 If the gifts are being given by WAGGGS, they should only be given to:
- Chief Commissioners or to persons in comparable positions in Girl Guiding / Girl Scouting
 - Government Ministers
 - Non-governmental organisation representatives
 - Representative of partner organisations
 - Hostesses
 - Girl Guides and Girl Scouts or leaders who have been involved in specific projects.
- 3.3 Official gifts from WAGGGS should be taken from the WAGGGS merchandise range². In the event that suitable items are not available, the gifts should be consistent with WAGGGS' image, and the cost should not usually exceed GBP50. These gifts do not need to be recorded in the register.
- 3.4 Occasionally, it may be appropriate to give a gift that is not from WAGGGS merchandise and / or costs more than GBP50. In these cases, where the gift costs more than GBP50, or if it does not come from WAGGGS merchandising, staff members should seek approval in advance of purchase from their line manager. Volunteers should seek approval from the relevant budget holder.
- 3.5 If the intended gift with a value of more than GBP50 is for an individual in a Member Organisation and is to be presented during a visit to that Member Organisation, approval should also be sought from the relevant Regional Chair.
- 3.6 No single gift to an individual should exceed £100 in value. The cost of production of gifts for larger groups of individuals that are not already available in the WAGGGS merchandising range should not exceed GBP500.

² For clarity, WAGGGS merchandising includes merchandise held at the World Bureau or World Centres.

- 3.7 Badges and pins may be given, as a token gesture of thanks, to volunteers or Girl Guides / Girl Scouts who may be involved in a project. These can be ordered from the Bureau. These do not need to be recorded in the register.
- 3.8 Any gift must be purchased, paid for and presented, rather than requesting the recipient to choose a gift, and undertaking to pay for it at a later date.
- 3.9 Any gift of more than GBP50 in value should be entered in the register of gifts.
- 3.10 If a member of staff is unsure whether they should offer a gift on behalf of WAGGGS, they should in the first instance check with their line manager.
- 3.11 If a volunteer is unsure whether they should offer a gift on behalf of WAGGGS, they should in the first instance check with the head of governance.

4. THE GIFT REGISTER

- 4.1 Gifts or hospitality of over GBP50 in value should be entered in the register within ten days of giving or receipt. If this deadline is missed, do so as soon as possible.
- 4.2 The gift register is monitored by the head of planning, performance and risk and will be made available on request to any member of the public. It will be presented for information once a year to the World Board.
- 4.3 As WAGGGS is an international organisation where cost and value vary from country to country, and because gifts or hospitality received rarely come with the price clearly indicated, it may not always be possible to know the exact value of a gift. It is the responsibility of the individual to use their judgement as to whether a gift or hospitality exceeds the guideline of GBP50. If in doubt, it is better to enter the gift in the register.
- 4.4 Overall, the key test of the giving or receiving of gifts – regardless of the value – is whether a fair minded member of the public, knowing all the facts, would perceive anything improper or suspicious (such as the creation of a sense of obligation) in the receipt or offer of a gift or hospitality.

5. WHISTLEBLOWING

- 5.1 If anyone believes that any wrongdoing has taken place in relation to the giving or receiving of gifts and hospitality, they should consult the WAGGGS Whistleblowing Policy.

APPENDIX 1: GUIDANCE ON THE ACCEPTANCE OF GIFTS & HOSPITALITY FROM & TO THIRD PARTIES (INCLUDING MEMBER ORGANISATIONS)

GIFT / HOSPITALITY	Acceptable**	Approval Required	Declarable
Low value gifts such as stationery, flowers, alcohol under GBP50	Yes*	No	No
Infrequent working breakfast	Yes*	N/A	Only if considered greater than GBP50 in value
Infrequent working lunch or dinner	Yes*	N/A	Only if considered greater than GBP50 in value
Higher value gifts (over GBP50) such as stationery, flowers, alcohol, tickets for events	No**	N/A	Yes
Formal dinners/evenings	N/A	Yes	Yes
Other forms of commercial sponsorship including sponsorship for example to attend a conference, study leave	N/A	Yes	Yes
Gifts to friends/relatives of WAGGGS Global Team	No**	N/A	Yes, regardless of value
Holiday accommodation	No**	N/A	Yes, regardless of value
Invitations to sporting or cultural events	No**	N/A	Yes, regardless of value
Gifts of cash or gift vouchers (any amounts) - persons offering cash should be advised of the existence of Charitable Funds as an alternative.	No**	N/A	Yes, regardless of value

- * Acceptable where the gift/ hospitality does not create a sense of obligation or constitute an incentive or bribe.
- ** Where it is felt that declining the gift will cause offence, approval should be sought on how best to handle receipt of the gift – for example by submitting it to a team fund/ raffling the gift etc. Under such circumstances, the fear of causing offence should not create a conflict of interest for the recipient.

