Quick Guide to Accepting Gifts and Hospitality Offer of gift/hospitality Do any of the circumstances in which you may Yes No not accept apply? Is it from a colleague? Refuse it No Yes What is it? No further action necessary Gift Hospitality Approximate value Is there already a business Over £50 Not sure Up to £15 £15 - £50 relationship? No further action necessary. You Record on the You may accept on may retain it behalf of the register University Share with Retain colleagues Record on the No Yes register Consider the **Approximate** Hand to your line reason for the value? manager asap offer carefully. Take line Under £100 or manager's advice £100 over Is the hospitality proportionate and reasonable to You can accept the business relationship? No further action 4 necessary Yes No You may accept Consult your line manager Record on the register