

Business Gifts and Hospitality Form

Please ensure you are familiar with NLB's Business Gifts and Hospitality Policy and understand the actions that need to be taken prior to completing this form. Advance approval is required for all Gifts and Hospitality irrespective of being received by NLB or offered by NLB.

The Business Gifts and Hospitality checklist overleaf, must be used as part of your decision making and returned with this form.

NLB has a zero tolerance to bribery and corruption and the offering or receiving of gifts and hospitality may be a subterfuge for this. NLB's Anti-Bribery Policy extends to all NLB's business dealings and transactions and these both have a wide interpretation across all functions. NLB's Anti-Bribery Policy must be complied with, without exception.

Please complete all fields and attach any appropriate information	
Name	
Role Title	
Department	
Identify the nature of the gift or hospitality is it to be offered by NLB or received by NLB?	
Date of Gift or Hospitality Received or to be Offered	
Details of the Business Gift, Hospitality to be offered or received	
If under £10.00 and a promotional item, is this gift being accepted	Yes or No*
Who is the ultimate recipient of the Gift or Hospitality if accepted including NLB Staff Raffle	
Estimate of the market value or actual value of the Gift or Hospitality offered or being offered (this must be completed even if best guess)	
What is the connection with the person making the offer or receiving the offer to you and NLB?	
Full details of the individual and/or company offering or being offered gifts or Hospitality including name, position, company, address	
Action being proposed	Acceptance or Rejection*
Action decided by Chief Executive/Director/Head of Function (Senior Manager)	Acceptance or Rejection*
Signature as approval for Business Gifts and Hospitality <u>being offered by NLB or to note rejection.</u> This can only be the Chief Executive as Accounting Officer and Budget Holder	
Signature as approval for Business Gifts and Hospitality being received by NLB or to note rejection. This must be the Head of Function (Senior Manager) or relevant Departmental Director.	
Date the rejected items were given to the Assistant to the Chief Executive for rejection.	
Date the rejected items returned by the Assistant to the Chief Executive and method of return.	

*delete as appropriate

Shaded areas of the above table (not including personal data) will be used within our electronic register of Business Gifts and Hospitality, which will be published on our website for transparency purposes and in compliance with the Freedom of Information Act 2000.

Gifts and Hospitality Checklist

This checklist must be completed without exception. If you are in any doubt or difficulty over the provision or receipt of a gift or hospitality please seek advice from the Commercial Manager, Finance Manager, HR Manager or Director of Finance.

Would the provision or acceptance of the gift or hospitality:-	Tick as appropriate	
	Yes	No
1. Create suspicion or conflict between your role in NLB and your personal interests?		
2. Have the appearance or be viewed to create suspicion or conflict between your role in NLB and your personal interests?		
3. Give the impression (to anyone inside or outside of NLB) that you have been, or might be, influenced to show favour or disfavour to any person, organisation or company?		
4. Risk bringing NLB into disrepute?		
5. Be, or be perceived to be, suspicious or dishonest?		
6. Attract public criticism of excessive generosity?		
Have you given, received or refused an offer of a gift or hospitality to/from this individual/organisation/company in the last six months?		
If you have ticked Yes to any of the above questions then you should refuse the gift or hospitality or not make any offer to give, as this creates doubt about the propriety of accepting or providing them.		
Would the provision or acceptance of the gift or hospitality:-	Yes	No
1. Stand up to public scrutiny?		
2. Be in the best interests of NLB?		
3. Be regarded as a fair and reasonable use of GLF funds?		
If you have ticked No to any of the above questions then you should refuse the gift or hospitality or not make the offer, as this creates doubt about the propriety of accepting or providing them.		

Please return the original copy of all fully completed forms to the Assistant to the Chief Executive as soon as possible.

For NLB Register purposes only	
Financial Year	
Registration No:	
Retention Period:	7 years from the date of inclusion within the Register