



## Welsh Short Mat Bowls Association

### POLICY STATEMENT - GIFTS AND HOSPITALITY

*Confirmed at WSMBA Executive Meeting – 15/12/2024*

The Welsh Short Mat Bowls Association is committed to maintaining the highest standards of corporate governance and conducts its business in an open and transparent manner. It is our policy that:

***“Individuals must not, either directly or indirectly, accept any gift, reward or benefit from any sponsor or potential sponsor, registered member, member of the public or organisation with whom they have been brought into contact with by reason of their WSMBA duties.”***

The aim of this policy is to protect both the WSMBA and the individuals concerned from any appearance of improper behaviour. Everyone identified within this policy should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism.

#### **Scope**

This Policy applies to all the following WSMBA personnel:

- Executive Committee members and other officers
- Any members of committees, working groups, task forces or similar appointed by the Executive for any purpose.
- Team Managers, Umpires, Coaches and volunteers.

Individuals should avoid situations where they, or the WSMBA, could be open to suspicion of dishonesty. Individuals should, therefore, always have in mind the need not to give the impression to any of their colleagues, or organisations with whom they deal, WSMBA Members, or the public, that they may be influenced, or have, in fact, been influenced by any gift or consideration, to show favour or disfavour, to a person or organisation whilst acting in an official WSMBA capacity.

If there is some doubt raised, or the individual has any doubt about the propriety of accepting any gifts, benefit or hospitality, the Treasurer, whose decision shall be final,

must be consulted. In the case of the Treasurer requiring any clarification, then the Chair will make the final decision.

You **MUST** declare any gifts or considerations received to the Treasurer and obtain written approval for the retention of the gift. Such approval is to be recorded in the Hospitality and Gifts Register which shall be set up and maintained by the Treasurer (or a delegated individual). Information shall be retained for at least 10 years alongside other financial information.

### **UK Bribery Act Awareness**

Individuals must be aware of, and comply with, the requirements of the UK Bribery Act 2010, which has two general offences: -

- the offering, promising, or giving of an advantage, and
- the requesting, agreeing to receive or accepting of an advantage

It is an offence under the Bribery Act for a person to corruptly accept any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in their official capacity, or showing favour or disfavour to any person in their official capacity.

### **Offering Hospitality – Outside of a BOWLSWALES Planned Activity**

It will not, generally, be appropriate to offer hospitality except in exceptional circumstances and with the prior approval of the Treasurer.