

The Money and Pensions Service (MaPS) Gifts and Hospitality Policy establishes guidelines to ensure transparency, accountability, and integrity when accepting or providing gifts and hospitality in professional contexts. It aims to prevent conflicts of interest, while maintaining public trust.

Policy scope and purpose

The policy applies to all MaPS colleagues and Non-Executive Directors, guiding the management of gifts and hospitality to uphold propriety and public confidence. It complements related policies including Anti-Bribery and Conflicts of Interest.

Conflict of interest definition

A conflict arises when an individual's outside interests could reasonably be perceived to influence their impartiality in professional duties.

Acceptable gifts and hospitality

Gifts such as conference merchandise, low-value office goods, and confectionery may be accepted, while cash, alcohol, extravagant gifts, or those during procurement processes must be declined. Hospitality where costs are equally shared or reciprocated generally need not be recorded unless claimed as a business expense. All gifts and hospitality offers must be reported regardless of acceptance.

Unsolicited gifts

Gifts received anonymously that cannot be returned should be declared; those under £20 containing alcohol may be donated to staff events, and those over £20 should be donated where possible to charity.

Providing hospitality

Only designated senior roles may offer hospitality in line with the policy, with spending limits generally set at £5-£35 per person depending on the occasion, and exceptional approvals required for higher amounts. Frequency and context must be considered to avoid perceptions of impropriety.



Purchasing gifts

Small tokens as gestures of goodwill may be purchased with prior Director approval and budget allocation, excluding gifts for staff leaving.

Reimbursement and claims

Expenses for gifts and hospitality must be pre-approved, documented with receipts, and claimed via Concur. Alcohol costs are not reimbursable if included in working meals. Non-Executive members' expenses are processed offline.

Reporting and transparency

All gifts and hospitality over £20 must be reported to the Governance Team. Board expenses are published regularly to enhance transparency.

Compliance and concerns

Concerns about undue pressure or impropriety related to gifts or hospitality should be raised with management or via the Anti-Bribery and Counter Fraud Policy. Unauthorised acceptance may lead to disciplinary action, including dismissal.

If you require any further information on this, please use our [Contact us](#) details.