



Registered Charity Number 1058931

[www.pdccf.org](http://www.pdccf.org)

# Gifts Policy

Date Created: August 2022

Authorised: Dr Martin Hussey, PDCCF Chair  
on behalf of the PDCCF Trustees

Updated: September 2022

Review Date: August 2023

### **Policy on Acceptance of Personal Gifts**

This policy is to help ensure an appropriate standard of conduct and to help preserve the reputation of the PDCCF for integrity and impartiality. It also aims to ensure that all gifts and legacies are handled appropriately so that the relationship between Trustees and supporters is maintained as one of mutual trust.

### **PDCCF trustees and supporters must not benefit financially or in kind from their work for the PDCCF other than through justifiable expenses.**

Trustees and supporters should not accept any personal gifts. If offered a gift it should be politely but firmly declined. If someone insists that a Trustee or supporter taking the gift, then the follow procedure must be followed:

- If a trustee or supporter of the PDCCF is offered, or is given, a personal gift that has arisen through or due to their work, they must declare it to the charity trustees within five working days, and they must either return it to the donor or pass it on to the PDCCF.
- If a trustee or other supporter fails to do so, the PDCCF reserves the right to take appropriate action against the trustee or supporter, which may include disciplinary action and the recovery of any money or gifts involved. Recovery of any money or gifts involved is for the purpose of returning it to the donor, or, where appropriate, to allocate it to the PDCCF with the donor's permission. The PDCCF reserves the right to recover such money or gifts after an individual trustee or supporter is no longer in their role or a member of the PDCCF.
- All gifts must be documented by the PDCCF trustees.
- Gifts in kind with a value of under £25 may, with the permission of the trustees, be retained by the member of trustee or supporter to whom they are given.

Trustees and supporters should politely but firmly explain this policy on acceptance of personal gifts to the donor of the gift.

Personal gifts for the purposes of this policy include money, gifts in kind, or pledges of future money or gifts, whether given or offered during the individual's work or at any other time.

If a donor wishes to discuss arrangements for a legacy then the trustee of supporter should refer them to the PDCCF Chair or Treasurer.