



Gifts, Hospitality, and Out-of-Pocket Expenses Policy

Registered Charity No. 20154240

Version: 2024-01-29

Gifts and Hospitality:

Acceptance: Gifts or hospitality may only be accepted if they are of nominal value and do not compromise the charity's integrity. All gifts and hospitality must be reported at the next scheduled Board meeting.

Refusal: Gifts or hospitality that could influence decision-making or lead to a conflict of interest should be politely declined.

Out-of-Pocket Expenses:

Reimbursement: Directors, trustees, staff, and volunteers are entitled to reimbursement for pre-approved expenses incurred in the course of their duties.

Documentation: All claims must be supported by receipts and comply with this expense policy.

Approval: Expense claims must be submitted within a specified timeframe and are subject to approval by a member of the Board unassociated with the expense claim.

Summary:

This policy ensures transparency, integrity, and accountability in handling gifts, hospitality, and out-of-pocket expenses, maintaining the trust of our stakeholders.