

NOT PROTECTIVELY MARKED



**POLICE
SCOTLAND**

Keeping people safe

**Gifts, Gratuities, Hospitality and Sponsorship
Standard Operating Procedure**

Owning Department	Counter Corruption Unit
Version Number	2.00
Date Published	16/04/2015

NOT PROTECTIVELY MARKED

Version 2.00 (Publication Scheme)

NOT PROTECTIVELY MARKED

Compliance Record

Equality Impact Assessment (EIA)	Date Initially Completed:	22/11/2013
	Reviewed / Updated:	13/01/2015
Information Management Compliant	Yes	
Health & Safety Compliant	Yes	
Publishable Externally in Current Format	Yes	

Version Control Table

Version Number	History of Amendments	Date
V1.00	Drafted but not Published	N/A
V1.01	Drafted but not Published	N/A
V1.02	Initial Published Version	26/03/2013
V2.00	Updates to Incorporate Notification and Registration Process	15/04/2015

NOT PROTECTIVELY MARKED

Contents

1. Purpose
2. Process / Procedure
3. Definitions
4. Notification and Registration Process
5. Offers Which Require Notification and Registration
6. Offers Not Subject to Notification and Registration
7. Declining or Returning Unacceptable Offers
8. Hospitality That May be Accepted
9. Hospitality That Must Not be Accepted
10. Gifts or Hospitality Provided by Police Scotland
11. Canvassing for Gifts and Sponsorship
12. Donations to Charities
13. Sponsorship of Police Scotland as an Organisation
14. Public Transport
15. Background and Legal Basis
16. Further Information
17. Frequently Asked Questions

NOT PROTECTIVELY MARKED

Appendices

		In Use
Appendix 'A'	'C' Division	No
Appendix 'B'	'V' Division	No
Appendix 'C'	'P' Division	No
Appendix 'D'	'A' and 'B' Divisions	No
Appendix 'E'	'E' and 'J' Divisions	No
Appendix 'F'	'N' Division	No
Appendix 'G'	'G', 'K', 'L', 'Q' & 'U' Divisions	No
Appendix 'H'	'D' Division	No
Appendix 'I'	List of Associated Legislation	Yes
Appendix 'J'	List of Associated Reference Documents	Yes
Appendix 'K'	List of Associated Forms	Yes
Appendix 'L'	Glossary of Terms	No

1. Purpose

- 1.1 This Standard Operating Procedure (SOP) supports the Police Service of Scotland, hereafter referred to as Police Scotland, Counter Corruption Policy.
- 1.2 The purpose of this Standard Operating Procedure (SOP) is to provide guidance to all members of Police Scotland on the principles of soliciting, accepting or receiving any gift, gratuity, hospitality or sponsorship.
- 1.3 Police officers, special constables, police cadets, police staff, volunteers, agency workers and any other person who could be perceived to be representing Police Scotland will not directly or indirectly solicit or accept any personal material or financial advantage or reward, including discounts, sponsorship or hospitality from third parties, if the soliciting or acceptance of such benefit could reasonably be expected to compromise public confidence in the impartiality and integrity of the Service.
- 1.4 This procedure covers gifts, gratuities, hospitality or sponsorship solicited or offered to a member of Police Scotland, during working time or not, which could reasonably be perceived to be connected with the functions of Police Scotland.
- 1.5 Adherence to this policy and procedures outlined hereafter will protect members of Police Scotland from any allegation relating to contraventions of Police Service of Scotland Regulations or the Bribery Act 2010.

2. Process / Procedure

- 2.1 It is of paramount importance that the public has faith in the honesty and integrity of Police Scotland. The people of Scotland rightly expect that Police Scotland will treat all persons according to their needs, be impartial in dealing with all matters coming to its attention, and that the members of Police Scotland will not use their public position for personal benefit provided by third parties.
- 2.2 All members of Police Scotland should recognise that in order to retain public confidence, occasions where the receiving or giving of gifts, gratuities, hospitality and sponsorship are considered to be acceptable are limited, and must be properly controlled.
- 2.3 During the course of their duties members of Police Scotland may routinely be offered hospitality (e.g. non alcoholic refreshments) and this may be acceptable as part of their role. However, considerations should always be given to the motivation of the person offering a gift, gratuity, hospitality or sponsorship of any type, and the risk that acceptance may result in becoming improperly beholden to that person or organisation.

NOT PROTECTIVELY MARKED

- 2.4 Adherence to the following procedure will help protect members of Police Scotland from any concern or fear that the soliciting or acceptance of limited personal benefit in justifiable circumstances will leave them vulnerable to criminal, misconduct or disciplinary proceedings.
- 2.5 For a gift, gratuity, hospitality or sponsorship to be acceptable there must be an element of organisational benefit and it must not purely be of personal benefit.
- 2.6 Members of Police Scotland must be able to justify how acceptance will benefit the organisation, for example by:
- Furthering the aims and objectives of policing;
 - Fostering positive relationships with the communities of Scotland or with the private, public and voluntary sectors and;
 - Promoting confidence in Police Scotland.
- 2.7 The overarching principles of transparency, accountability and fairness must be applied when considering whether the soliciting or acceptance of any personal advantage from third parties is, or was, reasonable.
- 2.8 Members of Police Scotland may find it useful to consider the following factors when considering whether the acceptance of a gift, gratuity, hospitality or sponsorship is reasonable:
- G** Genuine – is the offer made for genuine reasons without encouragement and with no potential for a reasonable member of the public to consider acceptance inappropriate?
 - I** Impartial – if accepted, would a reasonable member of the public be confident that Police Scotland is impartial and will remain impartial?
 - F** Free – would it be clear to a reasonable member of the public that the donor does not expect any favourable treatment from Police Scotland or its members in return?
 - T** Transparent – has the gift, gratuity, hospitality or sponsorship been declared openly to Police Scotland, to colleagues and the public?
- 2.9 If the answer to any of the foregoing questions is 'NO' then the offer of a gift, gratuity, hospitality or sponsorship must be declined. In addition the offer must be declared using the online Gifts, Gratuities, Hospitality and Sponsorship Registration Application
- 2.10 If the gift, gratuity, hospitality or sponsorship is accepted then acceptance must also be declared using the online Gifts, Gratuities, Hospitality and Sponsorship Registration Application.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- 2.11 It is normal practice for commercial organisations to offer group discounts to employees of large organisations such as Police Scotland. Such offers are made available through membership of Police and Staff associations for example the Scottish Police Recreation Association (SPRA) or the Scottish Police Federation (SPF). This SOP does not apply to such offers which are publicly advertised and could not reasonably be seen to compromise public confidence in the impartiality and integrity of Police Scotland.

3. Definitions

- 3.1 The terms 'gift' and 'gratuity' include any personal, material or financial advantage or reward and includes items donated as prizes. It also includes discounts.
- 3.2 'Hospitality' includes meals, drinks, invitations to events, accommodation and travel.
- 3.3 'Sponsorship' is the voluntary provision to Police Scotland of non-public funds, services, equipment or other resources for use in connection with the discharge of its policing function.
- 3.4 'Sponsorship' also includes the voluntary provision to members of Police Scotland of non-public funds, services, equipment or other resources for any personal purpose, but only if the soliciting or acceptance of such personal sponsorship could reasonably be expected to compromise public confidence in the impartiality and integrity of Police Scotland.

4. Notification and Registration Process

- 4.1 A single Police Scotland Gifts and Hospitality Register is maintained by the Counter Corruption Unit (CCU) which contains a record of all notifiable Gifts, Gratuities, Hospitality and Sponsorship offered to members of Police Scotland.
- 4.2 The Gifts, Gratuities, Hospitality and Sponsorship Registration Form must be completed in respect of all applicable:
- a) Gifts / Gratuities offered (accepted or declined)
 - b) Gifts / Gratuities received (accepted or declined)
 - c) Hospitality offered (accepted or declined)
 - d) Hospitality received (accepted or declined)
 - e) Sponsorship offered (accepted or declined)
 - f) Sponsorship received (accepted or declined)
- 4.3 It is the responsibility of the member of Police Scotland offered the gift, gratuity, hospitality or sponsorship to ensure that the on line Gifts, Gratuities, Hospitality and Sponsorship Registration Form is submitted.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- 4.4 This form requires details of the line manager who authorises refusal or acceptance on behalf of the member of Police Scotland or the organisation.
- 4.5 Any entry in respect of members of the Force Executive may be submitted by the relevant staff officer.
- 4.6 Once fully completed, clicking on 'SAVE' will automatically send the completed form to the CCU.
- 4.7 Submissions will be reviewed by the CCU on a regular basis and any entries requiring further exploration will result in the submitting officer being contacted.
- 4.8 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, section 30.**

5. Offers which Require Notification and Registration

- 5.1 The following are examples of circumstances where gifts, gratuities, hospitality and sponsorship may not be solicited or accepted and in all instances require the submission of an online Gifts, Gratuities, Hospitality and Sponsorship Registration Form:
 - a) Any gift of cash;
 - b) Any gift of alcohol;
 - c) Where it could reasonably be perceived that the provider has an ulterior or dishonest motive including any belief that acceptance may foster an expectation of police action, or inaction, in return;
 - d) Any gift, gratuity or sponsorship valued at more than £25, or part of a series of smaller donations totalling more than £25, from a commercial interest that is, or could be perceived to be, connected in any way with any current, future or past relationship with Police Scotland;
 - e) The soliciting or acceptance of free or discounted hot food whilst on duty from any premises subject to alcohol or other local authority licensing, unless the discount or price offered is advertised as available to the public or unless authorised in advance by an officer of or above the rank of, or above Superintendent;
 - f) Where the provider is directly or indirectly associated with a media organisation or a journalist, unless the arrangement is pre-authorized by the Head of Corporate Communications as part of an approved media relationship strategy;
 - g) Where the provider is, or could be perceived to be, a representative of a political party, licensed premises, a person connected to an election campaign, a person connected to a trade dispute, a person involved in Serious Organised Crime, or any other person or organisation whereby it could reasonably be expected that acceptance of such a gift, gratuity, hospitality or sponsorship would compromise public confidence in the impartiality and integrity of Police Scotland;

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- h) Where the provider has requested the provision of passing police attention for unattended premises or the operation of automatic alarm systems or the police response to same;
- i) Where the provider is associated with the recovery of stolen or other vehicles coming to the attention of the police;
- j) Where any of the foregoing persons or organisations provides any advantage to a family member or any other person associated with a member of Police Scotland in an effort to conceal the provision of a gift, gratuity, hospitality or sponsorship to any Police Scotland post holder. In some circumstances such action may constitute a criminal offence under the Bribery Act 2010.

5.2 The foregoing examples cannot cover all circumstances and, having considered the GIFT principles outlined at Section 2, there will be other occasions when acceptance is not permitted. On every occasion consideration should be given to advising the donor that donating an item to charity would be more appropriate.

5.3 The following are examples of circumstances where offers of gifts, gratuities or hospitality may be accepted with approval of a line manager and require the submission of an online Gifts, Gratuities, Hospitality and Sponsorship Registration Form:

- a) Any gift, gratuity or sponsorship valued at no more than £25, and not part of a series of such donations, received from a commercial interest that is, or could be perceived to be, connected in any way with a current, future or past relationship with Police Scotland;
- b) Items such as pens, folders or diaries believed to be worth more than £25 provided to attendees at a conference or training course (if in doubt seek confirmation from donor);
- c) Tokens of appreciation, believed to be valued at more than £25, provided by partner agencies to, for example, speakers at official events or in recognition of assistance provided (if in doubt seek confirmation from donor);
- d) Tokens of appreciation from bereaved families or other victims of serious crime as refusal of such gifts could cause unnecessary upset and offence. There will however be no personal benefit of any kind whilst any criminal proceedings are live and where it could be inferred that such appreciation was intended to influence any witness; (see section 7 for advice and appropriate action)
- e) Gifts of religious or cultural importance from minority or community groups where acceptance would contribute to building confidence in Police Scotland and would outweigh the possible offence caused by refusal.

5.7 The CCU may attach conditions to the acceptance of any gift, gratuity, hospitality or sponsorship and / or instruct that acceptance is not permitted.

NOT PROTECTIVELY MARKED

6. Offers Not Subject To Notification and Registration

- 6.1 The following are examples of circumstances that do not require the submission of an online Gifts, Gratuities, Hospitality and Sponsorship Registration Form:
- a) The acceptance of refreshment (non-alcoholic) where payment would not normally be expected e.g. whilst attending a work related meeting;
 - b) The giving and receiving of personal gifts, gratuities and sponsorship unconnected with the individual's employment or public service with Police Scotland, provided such acts could not reasonably be expected to compromise public confidence in the impartiality and integrity of Police Scotland;
 - c) The soliciting or acceptance of personal sponsorship for charitable purposes provided the true identity of individual donors is known and could not reasonably be expected to compromise public confidence in the impartiality and integrity of Police Scotland;
 - d) Items such as pens, folders or diaries worth less than £25 provided to attendees at a conference or training course;
 - e) Tokens of appreciation, valued at no more than £25, provided by partner agencies to, for example, speakers at official events or in recognition of assistance provided;
 - f) The acceptance of trophies, plaques or other memorabilia during or after sporting or other competitions involving members of the police service, or by persons representing Police Scotland at official events;
 - g) The voluntary giving and receiving of gifts, gratuities, hospitality or sponsorship between members of Police Scotland as tokens of appreciation on transfer, promotion or retirement etc;
 - h) Gifts such as plaques, certificates or promotional items from a partner agency such as visiting police forces or other public bodies; and
 - i) Where the gifts, gratuities, hospitality or sponsorship are provided or received as part of a fully recorded and transparent Police Scotland action plan to improve relations with community groups, other public bodies or the media and are pre-approved by an officer of, or above, the rank of Superintendent or the Head of Corporate Communications.

7. Declining or Returning Unacceptable Offers

- 7.1 Offers of inappropriate gifts, gratuities, hospitality or sponsorship will be politely refused with an explanation that acceptance is contrary to Police Scotland policy.
- 7.2 Tact and sensitivity will often be required so as not to cause any unnecessary offence. However, it is important that members of the public are aware that an inappropriate offer cannot and will not be retained.

NOT PROTECTIVELY MARKED

- 7.3 An exception to this is where returning or declining an offer would cause extreme and unnecessary offence. In such circumstances it may be appropriate to donate the gift or gratuity to charity.
- 7.4 There may also be occasions when an offer is not handed over personally but is, for example, posted or left at a police office. On receipt of any unacceptable offers the donor must be contacted and the item returned with a sensitive explanation of why acceptance is not appropriate. If the donor has not provided their details then, if appropriate, the offer should be donated to charity.
- 7.5 Offers that may amount to an offence under the Bribery Act 2010 will be reported to the recipient's line manager and reported as a crime for investigation.

8. Hospitality That May be Accepted

- 8.1 The following are examples of hospitality that may be accepted and require the submission of an online Gifts, Gratuities, Hospitality and Sponsorship Registration Form:
- a) A working lunch of modest standard in the course of visits or meetings in order that the parties can continue to discuss business relating to the aims of Police Scotland. Wherever possible the business of Police Scotland shall be conducted on Police Scotland premises, or the premises of a partner, with 'working lunches' therefore being the exception rather than the norm.
 - b) Provision of a meal ancillary to a conference or dinner attended as an official representative of Police Scotland but only when the organisational benefit can be clearly demonstrated and would, to a reasonable member of the public, outweigh any possible personal benefit.
 - c) Officers or staff attending religious or cultural events are as part of their attendance, often offered hospitality in the form of a buffet. Under such circumstances acceptance would contribute to building confidence in Police Scotland and would outweigh the possible offence caused by refusal.
- 8.2 Advice and prior approval from a line manager must be sought if there is any doubt as to whether hospitality is acceptable or not.

9. Hospitality That Must Not Be Accepted

- 9.1 The following are examples of hospitality that must not be accepted and require the submission of an online Gifts, Gratuities, Hospitality and Sponsorship Registration Form:
- a) Other than an unavoidable modest working lunch, any hospitality received from a commercial interest that is, or could be perceived to be, connected in any way with a current, future or past relationship with Police Scotland;

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- b) Offers of free or subsidised accommodation, holidays, travel, weekend breaks, invitations to sporting occasions or entertainment, where personal benefit would, to a reasonable member of the public, outweigh any possible organisational benefit;
- c) Offers that are made exclusively to a specific post holder;
- d) Offers of free or subsidised entry to any premises licensed by a local authority. This will include bars, clubs and places of entertainment.

9.2 Unacceptable offers of hospitality must be politely declined in a sensitive manner with an explanation that acceptance would be contrary to Police Scotland policy.

10. Gifts or Hospitality Provided by Police Scotland

- 10.1 Occasions where Police Scotland provides any person or organisation with a gift are limited and must be assessed on an individual basis.
- 10.2 Prior to purchasing any gift, authorisation must be sought from the relevant Divisional Commander / Head of Department or equivalent.
- 10.3 Prior to offering hospitality to any other person or organisation the Police Scotland representative making the offer must ensure that acceptance of such an offer would not be contrary to any policy relevant to the recipient or other organisation.
- 10.4 A working lunch of modest standard may be provided in the course of visits or meetings in order that the parties can continue to discuss business relating to the aims of Police Scotland.
- 10.5 Alcohol will not be provided other than during ceremonies and presentations with the prior authorisation of an officer of, or above, the rank of Superintendent or Head of Department.

11. Canvassing for Gifts and Sponsorship

- 11.1 Whilst fundraising for charitable causes is always worthwhile, the integrity of Police Scotland must never be brought into question through charitable initiatives that, although well intentioned, could be considered inappropriate.
- 11.2 The soliciting of gifts, prizes or sponsorship from local businesses may not always be welcomed and could be perceived as a request that they cannot refuse. Such situations must be avoided as they are damaging to the overall integrity of Police Scotland.
- 11.3 Any approach to any commercial organisation for gifts, prizes or sponsorship which could be perceived as a request from a member of Police Scotland must be approved in advance by the Superintendent responsible for the area in

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

which the business is located, or in the case of a national organisation, from the Superintendent with line management responsibility for the canvasser.

- 11.4 All gifts, prizes or sponsorship provided in such circumstances will be recorded.

12. Donations to Charities

- 12.1 Whilst the donation of money for charitable purposes is worthwhile, Police Scotland is provided with public funds to deliver a policing service.
- 12.2 Although members of Police Scotland are encouraged to make direct personal contributions to charitable causes, Police Scotland will not be routinely involved as an organisation in the provision of any charitable donations.
- 12.3 Circumstances which may lead to Police Scotland making charitable donations are outlined in Section 7, paragraph 7.3 and 7.4.

13. Sponsorship of Police Scotland as an Organisation

- 13.1 In connection with the discharge of any of its functions, Police Scotland may accept gifts of money or the use of property on such terms as appear to be appropriate.
- 13.2 The interests of Police Scotland will supersede the commercial aims of any sponsor with the operational control and discretion of the Chief Constable taking precedence over any sponsorship.
- 13.3 All sponsorship will be conducted with honesty, transparency, openness and accountability, ensuring that the integrity of Police Scotland, the wider police service and all members of Police Scotland is not compromised.
- 13.4 All sponsorship decisions will be made solely in terms of the public interest and the interests of Police Scotland and will not be undertaken in order to gain financial or other material benefits for individuals, their family or their friends, or companies for their financial or commercial benefits.
- 13.5 Prior to accepting any offer of sponsorship Police Scotland will carefully consider the implications of being associated with the donor(s) and will consider any political implications.
- 13.6 Sponsorship must not involve or be used to infer any warranty, endorsement or guarantee by Police Scotland of the donors(s) product, services or reputation.
- 13.7 All sponsorship agreements will be in writing and may only be approved by an officer of, or above, the rank of Superintendent or a Head of Department, with

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

all documentation approved in advance by the legal advisors to Police Scotland.

- 13.8 No other member of Police Scotland is authorised to accept any offer of sponsorship.
- 13.9 The operational and statutory functions of Police Scotland will not become dependent on sponsorship.

14. Public Transport

- 14.1 At their discretion, public transport providers including buses, trains and ferries may allow police constables on duty and in uniform to travel without payment of a fare.
- 14.2 It is the policy of Police Scotland that police officers, special constables and cadets on duty and in uniform may accept such free travel when on duty and when offered. In such circumstances there is no requirement to submit of an online Gifts, Gratuities, Hospitality and Sponsorship Registration Form
- 14.3 If a fare is requested it will be paid without question. When on duty, a receipt should be obtained and a claim for reimbursement of expenses incurred submitted.
- 14.4 Police officers and special constables on duty and in plain clothes must not seek or accept any offer of travel without payment of a fare.
- 14.5 Police officers and special constables travelling to or from work, whether in uniform or not, must not seek or accept any offer of travel without payment of a fare.
- 14.6 Police staff members, volunteers and agency workers must not seek or accept any offer of travel without payment of a fare at any time.

15. Background and Legal Basis

- 15.1 The Police Service of Scotland Regulations 2013, Paragraph One, Schedule One, and the Police Service of Scotland (Special Constables) Regulations 2013, Schedule One, apply to police officers and special constables.
- 15.2 They provide that a member of a police force (including a special constable) shall at all times abstain from any activity which is likely to interfere with the impartial discharge of that members duties or which is likely to give rise to the impression amongst members of the public that it may so interfere.
- 15.3 The Police Service of Scotland (Conduct) Regulations 2014, Schedule One and the Police Service of Scotland (Special Constables) Regulations 2013, Schedule Two apply to police officers and special constables.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

- 15.4 In relation to volunteers, agency workers and any other person who could be perceived to be representing Police Scotland, any disciplinary action will be in accordance with the contractual or other terms and conditions under which such persons are engaged to provide services on behalf of Police Scotland.

16. Further Information

- 16.1 **Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, section 30.**
- 16.2 Should any further information be required in relation to Police Service of Scotland Regulations or the Bribery Act 2010 please refer to the hyperlinks within Appendix I.
- 16.3 Further information in relation to Gifts, Gratuities, Hospitality and Sponsorship can be found within the following publications, HMIC Police Integrity, Securing and Maintaining Public Confidence and HMIC Without Fear or Favour – A Review of Police Relationships.

17. Frequently Asked Questions

Question	Response	Refer to section
<p>A local landowner annually invites a small group of local officers to shoot on his estate.</p> <p>This is a long standing legacy arrangement and pre dates the formation of Police Scotland.</p> <p>The invitation has been received for this year's shoot.</p> <p>Can I accept?</p>	<p>The offer must be politely declined with the explanation provided that acceptance of such an offer, in accordance with Standard Operating Procedures, is no longer acceptable.</p> <p>Record refusal of hospitality through submission of Gifts, Gratuities, Hospitality and Sponsorship Registration Form</p>	<p>Para 2.5 – 2.8 Para 9.1.2 Para 9.1.3</p> <p>Para 4</p>
<p>Following my attendance at a sudden death I received a bottle of wine from the family of the deceased by way of a thank you.</p>	<p>Alcohol cannot be accepted and retained under any circumstances.</p> <p>If inappropriate to refuse, accept and advise that the item will be donated to a local charitable cause.</p>	<p>Para 5.1.2</p> <p>Para 7</p>

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

<p>Can I accept?</p>	<p>Record acceptance of gift through submission of Gifts, Gratuities, Hospitality and Sponsorship Registration Form and identify which charity it was subsequently donated to.</p>	<p>Para 4</p>
<p>I have received a gift from a victim of a serious crime to thank me for the support I provided during what was a very difficult time for them.</p> <p>Can I accept?</p>	<p>If the gift is a token of appreciation valued at no more than £25, and it does not fall within the criteria defined in 5.1 – 5.1.10, then, with the authorisation of a supervisor, it may be retained.</p> <p>Record acceptance of gift through submission of Gifts, Gratuities, Hospitality and Sponsorship Registration Form</p>	<p>Para 5.1 – 5.1.10</p> <p>Para 5.3.4</p> <p>Para 4</p>
<p>The local fast-food takeaway in my subdivision offers Emergency Services Workers discounted prices.</p> <p>Can I accept?</p>	<p>The offer must be politely declined, unless the discount or price offered is advertised as available to the public.</p> <p>Record refusal of hospitality through submission of Gifts, Gratuities, Hospitality and Sponsorship Registration Form</p>	<p>Para 5.1.5</p> <p>Para 4</p>
<p>I have received an invitation from a national power company to attend their annual gala dinner. This is a longstanding agreement as there is a power station within my sub division and the invitation has traditionally been accepted.</p> <p>Can I attend?</p>	<p>The offer must be politely declined with the explanation provided that acceptance of such an offer, in accordance with Standard Operating Procedures, is no longer acceptable.</p> <p>Record refusal of hospitality through submission of Gifts, Gratuities, Hospitality and Sponsorship Registration Form</p>	<p>Para 2.5 – 2.8</p> <p>Para 9.1.2</p> <p>Para 9.1.3</p> <p>Para 4</p>
<p>I have recently hosted some international policing candidates as guests of Police Scotland.</p>	<p>No.</p> <p>Employees of Police Scotland must not accept any gifts of alcohol, so in a similar vein, cannot gift any alcohol.</p>	<p>Para 5.1.2</p>

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

<p>I wish to provide them with a gift as a keepsake and memento of their visit to Scotland.</p> <p>Can I buy them a bottle of whisky?</p>	<p>Circumstances where Police Scotland may provide gifts are limited and, in any case must be authorised by the relevant Divisional Commander / Head of Department or above.</p>	<p>Para 10.1 – 10.2</p>
---	--	-------------------------

NOT PROTECTIVELY MARKED

List of Associated Legislation

- Police Service of Scotland Regulations 2013, Paragraph One, Schedule One
- Police Service of Scotland (Special Constables) Regulations 2013, Schedule Two
- Bribery Act 2010

List of Associated Reference Documents

Policy

- Counter Corruption Policy.

Guidance

- HMIC Police Integrity, Securing and Maintaining Public Confidence
- HMIC Without Fear or Favour – A Review of Police Relationships

List of Associated Forms

- Gifts, Gratuities, Hospitality and Sponsorship Registration Form