



Officer Interests and form for declaring gifts and hospitality (Given)

Full Name	
Service	Full-time/Part-time/Contractual
Branch Address	
Job Title	
Line Manager	

*Notify all interests before they affect your work. Seek permission **before** any offers of gifts and hospitality are accepted. Declare even if they are declined.*

Interest of the officer	Gift/ Hospitality
The interest is (e.g.connection to supplier):	The gift/hospitality is (eg dinner):
Name of person/organisation :	Name of person/organisation receiving it:
Date interest arises:	Date received/date of event:
Connection to company's business, service or employee's current or planned activity.	Charity/community event <input type="checkbox"/> Industry/networking Event <input type="checkbox"/> Meal/social/sport or cultural Event <input type="checkbox"/> Gift or bequest (incl value) <input type="checkbox"/> INR Connection to Company's service or employee
Signed: (employee) Print name: Date:.....	
Authorisation or acknowledgment of interest – by the employee's line manager	
Declined – inappropriate gift or invitation <input type="checkbox"/>	Give reasons for decision to accept or action to manage interest (including who to be informed):
Accepted <input type="checkbox"/>	
Interest noted <input type="checkbox"/>	



Signed:		Print Name.....
Date:		Job Title.....

Completed forms will be held on the code of conduct register held by your DGM. You have a right to see what is recorded on the register against your name. The register can also be accessed by the Compliance Officer.