

Gifts and hospitality policy

Flight horizon recognises the importance of safeguarding itself, employees and volunteers from allegations. Any gifts donated personally to you as a result of your work with flight horizons are your own property. However you must:

- Not accept gifts or hospitality from vulnerable people or people without the ability to give consent
- Contact the Flight horizons chairman of the governing committee to inform them of the gift or hospitality and to ask any implications accepting a gift or hospitality may have
- Understand that you have full responsibility for your actions in accepting gifts and hospitality and that Flight horizons will not support you in consequential legal proceedings if you have not followed this guidance.

If receiving any gifts or hospitality on behalf of Flight horizons you must notify the chairman of the governing committee so that they may instruct you on how best to use them for the benefit of Flight horizons.

If you are acting as a representative of Flight horizons at an event or organised activity you should act professionally and be aware that your behaviour will reflect on Flight horizons.

If you believe that you may have been offered a bribe you should make a written record of this and send a copy to the chairman of the governing committee detailing the occurrence and the action you took. If Flight horizons believes that you may have accepted a bribe and/or tried to cover up a bribe you may be subject to the disciplinary procedure.

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By Shane Touhey (Chairman of the governing committee)

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