Hospitality and Gifts Policy

BowlsWales · BowlsCymru

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Last reviewed	March 2026
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Approved by	BowlsWales Board
Owner	General Manager

BowlsWales | Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW
enquiries@bowlswales.com | +44 (0)29 2033 4998 | bowlswales.com

Policy Statement

It is BowlsWales policy that individuals must not, either directly or indirectly, accept any gift, reward or benefit from any sponsor or potential sponsor, BowlsWales registered member, member of the public or organisation with whom they have been brought into contact by reason of their BowlsWales duties.

BowlsWales is committed to maintaining the highest standards of corporate governance and conducts its business in an open and transparent manner. The aim of this policy is to protect both BowlsWales and the individuals concerned from any appearance of improper behaviour. Everyone covered by this policy should conduct themselves with integrity, impartiality and honesty at all times.

Scope

This policy applies to all BowlsWales personnel, including:

- Board Directors and sub-committees of the Board
- Members of committees, working groups or task forces appointed by BowlsWales for any purpose
- Volunteer national coaches and team management
- Full-time, part-time and casual employees

Exceptions

The only exceptions to the prohibition on accepting gifts or hospitality are:

- Isolated gifts of a trivial character or inexpensive seasonal gifts (such as calendars or diaries).
- Conventional hospitality, provided it is normal and reasonable in the circumstances.
- Gifts provided by hosting countries to all teams and/or delegates when attending an event.

In considering what is normal and reasonable, regard should be given to the degree of personal involvement and the usual conventions of returning hospitality. Frequent or regular one-sided hospitality — even on a small scale — may give rise to a breach of this policy.

If there is any doubt about the propriety of accepting a gift, benefit or hospitality, the General Manager must be consulted. The General Manager's decision is final. Where the General Manager is the individual concerned, the Chair of the Board makes the final decision.

Gifts Registers

Any money, gift or consideration received from a person or organisation holding, or seeking to obtain, a contract with BowlsWales will be deemed to have been received corruptly unless proved to the contrary. Any such gifts must be declared to the General Manager and written approval obtained for retention. Details will be recorded in the Hospitality and Gifts Register, maintained by the General Manager. Information will be retained for at least 10 years.

Awards and Prizes

If an individual is approached about an award or prize connected with their official BowlsWales duty, the General Manager must be consulted. Retention will normally be permitted where the award recognises personal achievement and is not in the nature of a gift, inducement or payment. The General Manager's written approval must be obtained and details recorded in the Hospitality and Gifts Register.

Offering Hospitality

All formal and informal entertaining of business contacts — other than light refreshments — must be approved by the General Manager before it takes place. The following claims for entertaining will not be accepted:

- Entertaining personal friends
- Entertaining BowlsWales colleagues
- Reciprocal entertaining of business acquaintances (even where business is discussed)
- Entertaining occasions where no customer, supplier or business connection is present

UK Bribery Act 2010

All individuals must be aware of and comply with the Bribery Act 2010. It is an offence to corruptly accept any gift or consideration as an inducement or reward for anything done in an official capacity, or to show favour or disfavour to any person in an official capacity.

Related Policies

This policy should be read alongside the BowlsWales Conflicts of Interest Policy and Codes of Conduct.

Revision of Policy

BowlsWales reserves the right to amend and/or withdraw this policy from time to time, including to take account of changes in the law, best practice and operational requirements.

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