UKEB
UK Endorsement Board

UKEB Members Gifts and Hospitality Policy

1. General Principles

1.1 This policy provides guidance to Members of the UK Accounting Standards Endorsement Board (UKEB) on offering or accepting gifts or hospitality in connection with their roles. It supports compliance with UK bribery legislation and promotes transparency and integrity.

1.2 UKEB Members may occasionally be offered, and where appropriate, may occasionally offer, gifts and hospitality in their capacity as a Member. However, these gifts and hospitality should be openly disclosed, and approval sought as appropriate.

1.3 As an integral part of effective stakeholder engagement, it is important for Members to be able to communicate with UKEB stakeholders and understand their activities and challenges. The UKEB encourages networking as it contributes to the achievement of its strategic objectives.

1.4 However, caution must be exercised before accepting gifts or hospitality that could give grounds for suggestions of undue influence. If in doubt, consult the Chair or UKEB Governance Manager before accepting any gift or hospitality.

1.5 Under the Bribery Act 2010 it is a criminal offence to offer, promise or give a bribe, or to request, agree to receive, or accept one. A bribe is a financial or other advantage which is intended to bring about the improper performance by another person of a relevant function or activity. Under the legislation, the UKEB may also be found liable if it fails to prevent bribery by an associated person, such as a consultant or service provider.

2. Disclosure requirements

2.1 Members are responsible for ensuring that they accurately record and declare any gifts or hospitality they receive, give or decline in their capacity as a UKEB Member, in accordance with the requirements set out below.

2.2 Members are required to declare and surrender any gift with an estimated value of **£50 or more**, whether accepted or declined, to the UKEB Governance Manager for inclusion on the Gifts and Hospitality Register (see Appendix I). Members will be requested to provide updated information related to the period since the previous Board meeting, in advance of the next Board meeting. The updated Gifts and Hospitality Register will be submitted for approval at that meeting and then published on the UKEB website.

2.3 Small Token Gifts under £50 may be accepted without recording, but voluntary disclosure is encouraged for transparency.

2.4 Monetary gifts or vouchers of any value must not be accepted.

2.5 The UKEB Secretariat will give the gift to charity/add to the staff charity raffle or store it for the UKEB/FRC.

3. Accepting or offering Hospitality

3.1 Offers of hospitality may be accepted or made where they are appropriate to develop relationships and maintain outside contacts relevant to work. However, if a hospitality offer is excessively expensive or exclusive, there is an increased risk that it will bring you or the UKEB into disrepute**.**

3.2 When deciding whether to accept or make an offer of hospitality, you should consider the following:

Purpose: does hospitality further the UKEB's interest?

Proportionality: is hospitality over-frequent or over-generous? Any hospitality should not seem lavish or disproportionate to the nature of the UKEB's relationship with the third party; and

Avoidance of Conflict of Interest: could hospitality increase the risk of actual or perceived bias arising in the performance of your UKEB duties? Relevant considerations might be: what is the third party's relationship with the UKEB? Is the third-party bidding for work? Does hospitality (for example, in the form of a venue) provide the third party with special access to the UKEB that it would not otherwise have? If in doubt, please see UKEB Conflicts of Interest Policy.

4. Approvals

4.1 Hospitality valued at £50 or more must be approved by the FRC's Finance Director and recorded in the Register.

4.2 The policy includes guidance but does not attempt to cover every situation and must be interpreted by applying common sense to the circumstances of each case. For example: If hospitality is offered at short notice, it may be appropriate to accept hospitality where refusal would cause offence or embarrassment. Where prior Finance Director approval cannot be obtained, post-event approval must be sought within 48 hours of the hospitality concluding.

4.3 If you are invited to an event in a non-UKEB capacity, approval is not required. However, you should use your judgment to determine whether the hospitality should be registered, considering who extended the invitation and the nature of the hospitality.

5. Giving Gifts and Hospitality

5.1 You should exercise caution when giving gifts (except 'token' gifts) and hospitality to third parties.

5.2 However, if it is required, the following principles should be applied:

- Gift-giving and hospitality must be authorised as per the approvals outlined above and must be recorded in the Gifts and Hospitality Register (as outlined in paragraph 2.2 above) if over £50.
- In determining whether gift-giving is appropriate, the recipient, the value of the gift and the reason for it should be considered.
- Hospitality given should comply with the travel and expenses policy.

6. Hospitality Principles

6.1 Any offer of entertainment that might be seen as excessive, inappropriate, or liable to bring the UKEB's name into disrepute should be declined. 'Excessive' would include offers of entertainment that are time-consuming, over-frequent, part of a pattern of invitations to one area from a particular organisation that, taken together, appear inappropriate: or disproportionately lavish.

6.2 Invitations to expensive or exclusive sporting or cultural events should not be accepted.

6.3 Exercise caution if cumulative gifts or hospitality from the same source exceed £200 in a calendar year.

6.4 If you are invited to attend an external event where hospitality will be offered, you only need approval for the single event, not each individual hospitality offered. (E.g. Three-day conference).

6.5 Hospitality given should comply with the FRC's Travel and Expenses Policy.

Last reviewed: October 2026

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Appendix I: Gifts and Hospitality Register

This register is maintained in accordance with the requirements of the UKEB Gifts and Hospitality Policy.

The table below sets out UKEB Chair, Board Members, and Managing Director's gifts and hospitality activity since the previous Board meeting of [date] [month] [year]. Following approval by the Board at the meeting of [date] [month] [year], this information will be published on the UKEB website.

UKEB Chair, Board Members and Managing Director Gifts and Hospitality					**[date] [month] [year]**	
Member Name	**Date of Gift/ Hospitality**	**Offered by**	**Given to**	**Description**	**Estimated Value**	**Action Taken (Accepted/ Declined)**