

**Appendix A: Record of Gift/Hospitality received by a member of staff**

You should complete this form if you have received a gift/hospitality in connection with your duties and responsibilities at Epsom College which is of significant value (over £75)

The completed form should be returned to Denise Regan, Assistant Bursar. The details will be recorded on a schedule and will be reviewed annually by the Bursar/Headmaster and Governing Body.

Employees should refer to the College's Anti-corruption and Bribery Policy for further details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Position:** |  |
| **Gift/Hospitality Received**  *(Provide brief details)* |  | | |
| **Value/Anticipated Value** |  | | |
| **Reason for the gift/ hospitality** |  | | |
| **Signed:** |  | **Dated:** |  |

**For Office Use Only: Recorded on annual schedule/deemed appropriate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:**  *(Bursar)* |  | **Dated:** |  |