



Royal College of Nursing Policies

<p>Document Name: Conflicts of Interest/Gifts & Hospitality Policy: RCN office holders including RCN Representatives, Council, Board and Committee Members</p>
<p>Purpose of Document: Support and guidance for RCN office holders</p>
<p>Committees, Groups, Meetings to which this policy applies: RCN Representatives and all elected and/or appointed members on RCN Council and its standing committees, Professional Nursing Committee, Trade Union Committee, country/regional boards, forum steering committees, branch committees and any committee set up by Council under the provisions of its Royal Charter.</p>
<p>Author/Authors: RCN Governance Support Team</p>
<p>Description of Policy This policy provides guidance for members regarding the integrity of their RCN duties in the context of potential/actual conflicts of interest and the offering or receipt of gifts and hospitality. The policy sets out the areas with which all RCN office holders must comply when engaging in RCN business on behalf of the organisation and its members.</p>
<p>Cross Reference: In this section we state other policies, legal positions etc that should be considered in conjunction with this policy</p> <ul style="list-style-type: none"> Bribery Act (2010) RCN Code of Conduct Section 21 of the NMC Code of Conduct The Nolan Principles of Public Life Whistleblowing Policy Anti Bribery, Corruption and Fraud Policy Anti Money Laundering Policy Regulation: RCN Council, board and committee members – fit and proper persons criteria Member resolution policy
<p>Policy circulated to: Executive Team Governance Support Committee</p>
<p>Policy approved by RCN Council 27 July 2023</p>
<p>Date of implementation: 27 July 2023: Date of next review: July 2026</p>
<p>Department responsible for Review: RCN Governance Support Team</p>

**POLICY SUMMARY: CONFLICTS OF INTEREST/GIFTS AND HOSPITALITY -
Office holders**

As an RCN office holder you should:	As an organisation we will:
<ul style="list-style-type: none"> • Familiarise yourself with this policy and follow it. • Refer to any guidance or legal positions as referenced in the policy. • Use your common sense and judgement to consider whether the interests you have could affect the way members' money is spent. • Use your common sense and judgement to consider whether the interests impact on the professional and/or commercial business of the RCN, and whether the receipt or offering of gifts and hospitality might be inappropriate. • NOT misuse your position to further your own interests (personal or business) or of those close to you (including your family or friends). • NOT be influenced or give the impression that you have been influenced by, or are attempting to influence, outside interests or connections with other organisations or groups. • NOT allow outside interests you have, or receipt/offering of gifts and hospitality, to inappropriately affect the decisions you make on behalf of the RCN and its members. 	<ul style="list-style-type: none"> • Ensure that this policy and supporting information and processes are clear and accessible, and help RCN office holders understand what they need to do. • Identify a team or individual responsible for keeping this policy under review and in line with any relevant updated guidance. • Provide advice, training and support on how interests should be managed. • Review and/or audit this policy and associated processes and procedures at least every 3 years . • NOT avoid managing conflicts of interest or matters relating to the receipt and offering of gifts and hospitality. • NOT interpret this policy in a way that stifles collaboration and innovation on behalf of the RCN and its members. • Take appropriate action if this policy is breached.

Conflicts of Interest/Gifts & Hospitality Policy for RCN office holders including RCN Representatives, Council, Board and Committee members

1 INTRODUCTION

- 1.1 The RCN and its members work closely and collaborate with other organisations in order to deliver on the priorities and objectives for our members. These partnerships have many benefits and should help ensure that members' money is spent efficiently and wisely. But there is a risk that conflicts of interest may arise.
- 1.2 Providing the highest level of services for members, while ensuring transparency and openness in all RCN business, is core to our principles. As an organisation, and as RCN Office holders, we have a duty to ensure that all our dealings are conducted to the highest standards of integrity and that all members' monies are used wisely and in their best interests.
- 1.3 This policy aims to ensure that RCN office holders are not placed in a position which risks or appears to compromise the integrity of their RCN duties. In this context, the policy also covers the offering or receipt of gifts and hospitality whenever these could affect or be perceived to affect the outcome of governance operations and decision-making (or other RCN duties carried out by members) and are not reasonable and bona fide expenditures.
- 1.4 This policy applies to all members who hold office within the organisation (see also section 4), and is based on the principles of regularity and propriety that are reflected in the Bribery Act (2010), the RCN Code of Conduct, section 21 of the NMC Code of Conduct and the Nolan Principles of Public Life.

2 PURPOSE

- 2.1 This policy helps RCN office holders to manage conflicts of interest and situations involving the receipt and offering of gifts and hospitality. It sets out consistent principles and rules, provides advice about what to do in common situations and supports good judgement about how to approach and manage interests, and handle the receipt/offering of gifts.

- 2.2 To communicate the RCN's requirements in respect of preventing and addressing conflicts of interest, and appropriately dealing with the receipt and offering of gifts.
- 2.3 To advise all RCN office holders of their obligation to disclose conflicts of interest, declare and appropriately handle the receipt/offering of gifts, and maintain high ethical standards.
- 2.4 To ensure that all organisational decisions are made in the best interests of the RCN.

3 KEY TERMS

3.1 *Conflict of Interest*

A set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, advising or governing on behalf of the organisation and its members, could be impaired or influenced by another interest they hold or support.

A conflict of interest may be:

- Actual – There is a material conflict between one or more interests
- Potential – There is a possibility of a material conflict between one or more interests in the future.

RCN office holders may hold interests for which they cannot see potential conflict. However, caution is always advisable because others may see it differently and perceived conflicts of interest can be damaging. All interests should be declared where there is a risk of perceived improper conduct.

3.2 *Bribery*

The Bribery Act (2010) defines bribery as giving or receiving a financial or other advantage in connection with the improper performance of a position of trust, or a function that is expected to be performed impartially or in good faith. Bribery does not necessarily have to involve cash or an actual payment exchanging hands and can take a number of forms such as gifts, lavish treatment/hospitality (e.g. during a business trip) or tickets to an event.

3.3 *Gifts*

Any goods, cash or equivalent, voucher, promotional material etc for personal use or benefit to the recipient, their family, relatives or friends, from either commercial or non-commercial, charitable or non-profit making bodies, sources or individuals encountered in the course of members carrying out their duties (or the provision of any of the above to other parties).

3.4 *Hospitality*

The receipt or provision of entertainment, accommodation, transport, meals, functions, events or equivalent, for personal use or benefit to the recipient, their family, relatives or friends, from either commercial or non-commercial, charitable or non-profit making bodies, sources or individuals encountered in the course of members carrying out their duties.

3.5 Other items may potentially fall under any of the above categories, such as:

- awards or prizes
- events, courses, conferences
- sought-after donations
- honorariums, fees or ex-gratia payments
- honorary doctorates or fellowships

4 RCN OFFICE HOLDERS

4.1 Within the RCN we use the skills and experience of a range of RCN office holders, all of whom are vital to our work. For the purposes of this policy they include:

- RCN Representatives
- All Council members including *ex officio* members, and members of committees which report to Council
- Trade Union Committee members and the members of the committees which report to it
- Professional Committee members and the members of the committees which report to it
- Country and regional board members
- International Committee members
- Forum steering committee members
- Branch committee members
- Any other RCN committee/group to which members are elected or appointed
- RCN external advisers

5 PRINCIPLES

- 5.1 As an office holder you represent the RCN whether you are acting in an official capacity or undertaking your daily duties as a professional practitioner or student. As such, in addition to the requirements of your professional/student codes of conduct you have an underlying responsibility to act with propriety and integrity, and to keep in mind the following clauses of the RCN Code of Conduct:

1.2 Members must conduct themselves so as to maintain the individual and collective reputation of the RCN and its members.

1.8 Every RCN member, including those elected into a representative or governance role, is bound by this code of conduct when acting on behalf of the RCN

4.2 Members should also be aware of any potential conflict of interest and identify the risk that their ability to apply judgement could be influenced by a secondary interest. Members are required to complete and regularly update the register of interests. Where a potential conflict of interest exists, members must declare this before a debate or a decision is made. This may limit their participation in debate and/or decision-making.

The above principles inform the provisions and operation of this policy.

- 5.2 As an RCN office holder you are expected to:
- maintain the highest possible standard of integrity in all your relationships, both inside and outside the organisation
 - reject any business practice which might reasonably be deemed improper
 - never use your authority or position for personal gain
 - act with impartiality, independence and integrity at all times
 - avoid being, or giving the appearance of being, in a position which may result in an actual or perceived detriment to the RCN's reputation and/or interests.
- 5.3 As an underlying guiding principle, always keep in mind that in your role you are playing your part in upholding, protecting and advancing the interests of the RCN and its members.
- 5.4 You must disclose or seek direction on any issues which may potentially conflict with your responsibilities to the RCN. Failure to do so could result in further action being taken against you. See 8 and 9 below for more information.

6 INTERESTS

6.1 Interests may fall into the following categories:

Financial Interests

Where an office holder may get direct financial benefit from the consequences of an organisation/group they are associated with or individual decision they are involved in making.

Non-Financial professional interests

Where an office holder may obtain a non-financial benefit from the consequences of a decision they are involved in making or a group/organisation they are associated with. Examples include enhancing their professional reputation or promoting their professional career.

Non-Financial personal interests

Where an individual may benefit personally because of decisions they are involved in making.

Indirect interests

Where an individual has a close association with another individual or organisation/group who has a financial interest, a non-financial interest or non-financial personal interest and could stand to benefit from a decision they are involved in making.

6.2 The following interests should be declared:

- posts held in the course of employment or practice
- consultancies, directorships or advisory positions in the field of health or social care or in an organisation with which the RCN might do business
- a position of authority in a charity or voluntary organisation in the field of health and social care
- any public appointments
- membership/fellowship of other professional bodies and/or specialist societies
- membership of or affiliation to a political party
- any association with other organisations (including other trade unions) or individuals which may have an interest or influence in the College's work.

6.3 Note that under the provisions of this policy a potential, actual or perceived conflict of interest involves yourself and/or a related party – this being defined as:

- an immediate family member (spouse, children, grandchildren, parents, siblings, and spouses of any of the above)
- household member (persons residing in your household)

- an organisation with which an immediate family member or household member has a formal relationship such as being a serving member, director, officer, employer or partner regardless of whether the organisation is a business or non-profit

Note that all provisions of this policy referring to 'you', 'my' or 'your' in respect of members' responsibilities and obligations are taken to mean yourself and any relevant related parties as defined above.

- 6.4 In all cases individuals have a responsibility to assess any potential conflicts and actual or perceived conflicts of interest (including those that are not referred to above). Where these are identified they must be disclosed.

7 IDENTIFICATION, DECLARATION AND REVIEW OF INTERESTS

- 7.1 All RCN office holders should identify and declare material interests at the earliest opportunity (and in any event within 28 days). If members are in any doubt as to whether an interest is material, then they should declare it so that it can be considered. Declarations should be made, at latest:

- When elected/appointed to the position
- When RCN office holders move from one role or committee to another irrespective if they have previously declared these
- At the beginning of engaging in any specific new business or projects with the organisation
- As soon as circumstances change and new interests arise (for instance, in a meeting when interests of RCN office holders are relevant to the matters in discussion)

The declaration of interest form (shown at Annex A) can be accessed from your staff contact at the RCN or direct from the Governance team – email governance.support@rcn.org.uk

8 PROCEDURE AND MANAGEMENT OF CONFLICTS

- 8.1 While it is not possible to define all situations or relationships which may create a conflict of interest, the scenarios listed in 6 above provide guidance on possible instances where there may be a need to make a disclosure or at least seek advice on whether to do so. Each situation will be evaluated individually. However, in light of the above list obvious potential conflicts would include having any interest, dealings, managerial responsibility or other close involvement in any organisation which either is a competitor of the RCN or is seeking to become one.

- 8.2 Questions to ask yourself to assess whether a conflict of interest exists:

- Will this interest substantially affect my ability to carry out my RCN role?
 - Will this interest put me under unreasonable pressure?
 - Will this interest interfere in my ability to act in the best interests of the RCN?
 - Would this look like a conflict to a member outside the situation?
- 8.3 The interests of Council, its standing and advisory committees, the Students, Nursing Support Workers and UK representative committees are disclosed on the published Register of Interests along with those of the Executive Team. In 2021 Council agreed that this should also include members of the forum steering committees.
- 8.4 A relevant extract from that Register is then included and reviewed at each meeting of the Council, board or committee as relevant.
- 8.5 Members have a continuing obligation to declare all relevant interests. The committee concerned will record declarations on an annual basis, even when there is no new information to add. When new interests arise these must be immediately declared – do not wait for the next round of annual declarations.
- 8.6 There may be specific, rare circumstances which require that redactions are made in entries published in the Register, for example if open publication might result in any risk, or potential harm, to the member concerned. Such matters will be fully discussed with the member in order to assess the appropriateness of publication. Redaction will only be applied if it is clearly necessary.
- 8.7 Actual conflicts of interest must be avoided and potential conflicts of interests carefully managed. Chairs, along with Executive and Senior Management team members, and Governance staff must review the disclosed interests, discuss them openly and manage situations so that individuals do not become involved in or influence situations where actual conflicts of interest occur.
- 8.8 If an interest is declared but there is no risk of a conflict arising, no further action is required. However, if a material interest is declared then actions that could be applied include (but are not restricted to):
- Restricting the member in associated discussions and excluding the individual or individuals from decision making
 - Removing the member from the whole decision-making process
 - Removing the member from an entire area of work
 - Removing the member from their role altogether if they are unable to operate effectively in it because the conflict is so significant and/or detrimental to the RCN.

- 8.9 Each case will be different and context specific. The RCN will always clarify the circumstances and issues with the elected member involved. The organisation will maintain a written audit trail of information considered and the actions taken.
- 8.10 Where an item is being discussed at a meeting, members, advisers and staff are required to disclose at the beginning of the item the existence and nature of any personal or prejudicial interest that they may have, or when a conflict of interest becomes apparent during the course of a discussion. Such a declaration will be recorded in the minutes. Where there is a substantial interest, the individual concerned may be asked to withdraw from the meeting and take no part in either the discussion or the decision, and the withdrawal will be recorded in the minutes.

9 GIFTS

- 9.1 RCN office holders offer support and representation during significant events in members' lives. For this they may occasionally receive gifts as a legitimate expression of gratitude. While we should be proud that our services are valued, we must equally be aware that the acceptance of gifts could give rise to conflicts of interest and such conflicts must be avoided at all costs. Even gifts of small value may give rise to perceptions of impropriety, and might influence behaviour if not handled appropriately.
- 9.2 A gift means any item of cash or goods, or any service, which is provided for personal benefit, free of charge, or at less than its commercial value.
- 9.3 Gifts from suppliers or contractors doing business or likely to do business with the organisation should always be declined, whatever the value. RCN office holders and representatives may also be offered gifts from members, their friends or families, members of the public or organisations.

Gifts, their values and how to respond

- 9.4 Gifts of cash and vouchers to individuals should always be declined (
- 9.5 A common-sense approach should be applied to the valuing of gifts, i.e. using an actual amount if known, or a reasonable estimate.
- 9.6 Items of trivial value (under £10) do not need to be declared. Examples might include low costed branded promotional items or confectionary.
- 9.7 All gifts over the value of £10 must be declared.

- 9.8 Any gift over the value of £50 must always be treated with caution and generally declined. If such a gift is accepted it must be to the benefit of the organisation rather than the individual – for example by raffling and donating the proceeds to the RCN Foundation or to use the proceeds solely to provide services to members such as putting on a branch learning and development event.
- 9.9 Perishable gifts such as flowers may occasionally be delivered to an individual or to groups elected/appointed members, sometimes without prior notice. In the case of flowers or plants, they should be displayed in a prominent place in the building where they are received. Perishable goods such as food items should be left in a communal area for all to share.
- 9.10 Additionally, and depending on the type of gift, it may be received and displayed in the country/region or headquarters offices of the RCN. These types of gifts are normally offered by visiting delegates and are usually presented to the organisation rather than an individual.

Process when a gift is received

- 9.11 Once a gift is received the following process applies:
- Unless the gift falls into the category of trivial gift (see 10.8), the individual in receipt of the gift must advise the relevant staff member as follows:

Reps or branch committee/board members - regional director/
country associate director
Forum committee members - Deputy Chief Nurse
Other committee members should inform their named staff lead or the governance adviser.
Council members should inform the Director of Governance.
 - The recipient should write or speak to the donor directly thanking them. Where appropriate (for example gifts over £50, cash or vouchers) explain the requirements of the policy and politely decline the gift. If a gift has been sent and is returned an accompanying letter must set out the reasons for its return.
 - If the donor insists the gift is accepted, and if refusal of the gift will cause genuine upset or if it is perishable goods, the recipient must write a thank you letter stating what will be done with the gift - for example, raffled to provide funds for the RCN Foundation or a suitable activity to benefit members only, or placed on display/put in a communal area.
 - A copy of the letter should be sent to the relevant staff member (as listed above) for filing.

- Unless the gift falls into the category of trivial gift it must be declared and entered onto the RCN's gifts and hospitality register – see Section 12 and Annex B for how to do this.
- When a gift is offered, whether or not it is accepted you must ensure you do not subsequently treat the person who made the offer more favourably in context of your member duties and activities.

Honorariums and sponsorships

9.12 When representing or acting on behalf of the RCN in ways listed below, members may accept a small payment (honorarium) to the value of £50 from a company/organisation or individual but must ensure it is agreed with the relevant staff member listed above and that it is recorded on the Gifts and Hospitality register. Travel and accommodation expenses can be covered but should also be declared.

- Speaking at and chairing meetings/conferences
- Delivering training and/or professional development services
- Advising other organisations.

9.13 Sponsorship of attendance at meetings/conferences by external companies/organisations, including registration fees and the costs of accommodation and travel both inside and outside the UK, may only be agreed on an exceptional basis by the staff members listed above.

Providing gifts

9.14 In line with the RCN Expenses policy, and as a general rule, the provision of gifts including flowers, chocolates and alcohol is not permitted. However, in your duties and activities as an RCN member there may occasionally be circumstances in which you wish to provide a gift paid for by the RCN, for example as a show of appreciation to someone who has spoken at an event free of charge, or if another active member has a serious illness.

9.15 In such instances the value of the gift should not exceed £50 (unless in the case of flowers, e.g. funeral flowers, a higher amount has been agreed by the relevant member of staff), and any plan to offer a gift should be discussed and agreed with the relevant staff members (see 9.11). There should be a written record of that approval filed by the member of staff, setting out the rationale for providing the gift and why the request was approved.

9.16 Whenever possible such gifts should be purchased through the RCN's corporate flower account, the corporate Amazon account or on a staff member's corporate credit card. If a member has purchased the gift

themselves, they should complete an RCN expense claim form, provide a receipt and a copy of the relevant staff member's approval.

- 9.17 It is never acceptable to give alcohol or give donations to a charity or other organisation on behalf of an individual as a gift from the RCN.

10 HOSPITALITY

- 10.1 Hospitality should only be accepted when it is integral to events that are part of your activities as an RCN member. Working visits or other such interactions incorporating a lunch would be acceptable as long as it is not disproportionate to the occasion. You must politely decline any hospitality which could be seen to compromise personal judgement or integrity and/or exert influence for preferential consideration, especially where the offer is unrelated to business and excessive e.g. attendance at entertainment/sporting events, provision of holiday accommodation.
- 10.2 In your capacity of representing the RCN you must not allow yourself to be put in a position that might be perceived to have influenced you in making a decision as a result of accepting hospitality – this is especially pertinent in context of governance roles where you may be involved in key decision-making processes. In the latter case the timing of any offer of hospitality should be borne in mind.
- 10.3 As with gifts, the possibility that refusal may offend or appear discourteous must be taken into account by anyone considering or approving an invitation involving hospitality and advice from a relevant staff member (see 9.11) must be sought. An appropriate balance must always be sought but, in any case, an offer of disproportionately lavish hospitality should be refused.
- 10.4 If the hospitality relates to representing the RCN, as an office holder you should always consider if you personally are the right person to attend, and whether it may be more appropriate for someone else to take up the place in the interests of the College. Where this is the case, you should seek guidance from the relevant chair and staff member. For members of Council, Professional Nursing Committee or Trade Union Committee this should be the Chair of Council and the General Secretary & Chief Executive.

Providing hospitality

- 10.5 Any consideration of hospitality provided to others is subject to the same guidance for provision of gifts as set out section 9 above. It should be modest, appropriate to the circumstances, and provided only when proper and necessary. It should not be offered solely as a 'return' gesture, or be automatically recurrent on a regular basis (unless circumstances indicate this is appropriate).

- 10.6 Using funds for hospitality purposes at conferences and seminars should be carefully considered and you must always consult the relevant staff member (see 9.11) before committing any expenditure.
- 10.7 Providing hospitality at meetings will normally be arranged by a member of RCN staff, e.g. for meetings that form part of governance business. Any such hospitality must be secondary to the purpose of the meeting. Working lunches should only be considered when a meeting takes place over the lunchtime period and when some attendees are from off-site. Even then it should not be provided as a matter of course. When a working lunch is considered essential it should be limited to light refreshments wherever practical. Providing and consuming alcohol during such meetings is not permitted.

Note - The purchase of gifts and hospitality should comply with the requirements of RCN financial regulations and expenses policies, and best value for money borne in mind.

11 DONATIONS

- 11.1 Activity such as charity fundraising should be arranged in consultation with the appropriate member of RCN staff. Charitable donations made on behalf of RCN may only be given with the consent of an Executive Director, or the RCN General Secretary & Chief Executive, who should check that they are in line with the objects of the RCN's Royal Charter.
- 11.2 It is prohibited to make donations to any political party on behalf of RCN.

12 DECLARING GIFTS AND HOSPITALITY

- 12.1 Declaration should be made using the Members' Declaration of the Receipt of Gifts or Hospitality Form (see Annex B). This is available on the RCN website or from governance.support@rcn.org.uk.

13 BREACHES OF POLICY

- 13.1 Any breaches of this policy will be taken as contravening the RCN Code of Conduct and will be treated seriously (see also Standing Order 5.5). Alleged breaches will be investigated promptly and thoroughly under the Member Resolution Policy. A breach could be considered as minor, serious or gross misconduct and will be determined as part of the investigations, and sanctions applied as set out in the Member Resolution Policy following the investigation.
- 13.2 If you become aware that you or another member has breached this policy you must report this immediately to the staff lead for your

committee/board. See also the Whistleblowing Policy For Members. The RCN Director of Governance / RCN Director of Finance must be informed of any breaches so that they can take action against any third parties if necessary.

13.3 Victimising someone for reporting a breach or discouraging someone from coming forward to express a concern will not be tolerated, and will be treated as a disciplinary matter in line with the Member Resolution Policy.

14 FURTHER ADVICE

If you are in any doubt as to whether a conflict of interest exists please discuss with a relevant staff member (see 9.11) or contact the Governance Support team (governance.support@rcn.org.uk).



Declaration of Interests form - RCN office holders

Name:

Please tick the following as appropriate.

I am:

- A member of RCN Council
- A member of an RCN Committee (and state which one/s)
.....
- A member of an RCN Board (and state which one)
.....
- An external adviser to the RCN
- A member of the Executive Team

Date of declaration:

You are required to declare the following:

- posts held in the course of employment or practice
- consultancies, directorships or advisory positions in the field of health or social care or in a business with which the RCN might do business
- a position of authority in a charity or voluntary organisation in the field of health and social care
- any public appointments
- membership/Fellowship of other professional bodies and/or specialist societies
- membership of or affiliation to a political party
- any association with other organisations (including other Trade Unions) or individuals which may have an interest or influence in the College's work.

However, and in all cases, individuals have a responsibility to assess any potential conflicts and actual or perceived conflicts of interest (including those that are not referred to above) must be disclosed.

Please list your interests below adding rows to the table if required. Or indicate below that your interests as listed on the current register are correct. The current register can be found here [RCN Register of interests | Publications | Royal College of Nursing](#)

My interests are correct as listed on the current register YES/NO

Make additions or deletions as below:

Organisation	Position	Note – please indicate if this is an addition, deletion or an amendment to a current interest

Please return this form to

Governance.support@rcn.org.uk

Or, if you are a directly elected member of a country or regional board, to your Board Administrator



Declaration of receipt of gifts and/or hospitality - RCN office holders

Name:

Please tick the following as appropriate.

I am:

- A member of RCN Council
- A member of an RCN Committee (and state which one/s)
.....
- A member of an RCN Board (and state which one)
.....
- An external adviser to the RCN
- ANnRCN Rep

Date of declaration:

Nature of gift/hospitality	Check the appropriate box Gift items <input type="checkbox"/> Membership subscription <input type="checkbox"/> Award/prize, eg honorary doctorship/ fellowship etc <input type="checkbox"/> Honorarium <input type="checkbox"/> Sponsorship <input type="checkbox"/> Hospitality eg meals, accommodation <input type="checkbox"/> Other (state what this is) <input type="checkbox"/>
Description of the gift/hospitality	
Estimated value	
State action taken (accept/decline and any specific steps taken to mitigate potential conflict)	

Details of the party offering gifts/hospitality	<i>State individual's or organisation name and contact details</i>	
Relationship to RCN		
Reason for accepting/declining		
Member's signature		Date
Staff member's signature ie Reps or branch committee/board members - regional director/ country associate director Forum committee members - Deputy Chief Nurse Other committee members - named staff lead. Council members - Director of Governance		Date

Once you and the staff member has signed and approved the completed form, please send to the Governance team for recording in the Register of Gifts and Hospitality.
Email governance.support@rcn.org.uk