

# Gifts and Hospitality

## WEB BASED SYSTEM

Systems and processes to enforce corporate policies relating to the giving and receiving of gifts and hospitality:

### > Reduces risk of bribery and wrongdoing

Monitor gifts and hospitality against corporate policies and reduces the risk of staff breaking bribery laws.

Helps in the defense of bribery and corruption allegations from staff, third parties and media.

Mitigates fines and prison sentences should a conviction be made by the courts.

### > Easily used by staff and partners

Always accessible via the internet or phone giving no reason for not making declarations immediately.

Easy to use input screens with automated approval and escalation processes.

Business partners such as representatives, agents and consultants can be given access.

### > Stakeholder awareness and training

Facilitates the communication of policies, procedures and processes and creates an overt anti-corruption and bribery culture.

### > Management information

Directs executives to potential staff issues and highlights suppliers that are infiltrating the organisation through providing hospitality.

### > Approval and escalation

Automated approval and escalation workflows can be defined to minimise disruption and bureaucracy.

### > Transparency and accountability

A structured approach with a clear audit trail of all transactions, approvals and agreements.

Easy to use system that is available to users anywhere, any time:

- > Almost all users require no training.
- > Accessed via the internet with optional call centre support for those without access.
- > Records the giving and receiving of gifts and hospitality.
- > Customised approval processes can be programmed to speed up approval timescales.
- > Each transaction can be risk rated and approval decisions documented.
- > Supporting electronic documentation can be uploaded and stored.
- > Extensive management reporting capabilities using the systems inbuilt report writer.
- > Full user profile and internet security functionality.
- > Can be hosted either from our own servers or placed on your own preferred platform.

ID#	Date Entered	Full Name	Title	Offered By/To	Description	Status	Value	Within Policy	Authoriser
2319	12/01/2011	Philip Thew	Christmas hamper	Malva	Christmas hamper value £120.00 given. Hamper gifted to local charity / association	Closed	120.00	Yes	Paul Baker
2318	11/01/2011	John Brown	Wales England air tickets	McKibbin	4* tickets for air tickets to be split up between team	Closed	280.00	Yes	Ricky Hobb
2314	10/01/2011	John Tully	Quarterly Business Review	Stewart & Joyce	London Eye, London Dungeon and West End show in London, also meals for two occasional visitors (Steven and David) 7 people coming to the office this evening for the Quarterly Business Review. This is the first time in 12 years an outside vendor that they have been able to come to the UK. This should provide business leads and help us and in the Philippines, so this is our first opportunity to reciprocate.	Closed	130.00	Yes	Peter Dick
2312	11/01/2011	Jane Hill	Removal of bottles of champagne	Gulf & Phebe	Bottle of champagne received as a gift on the birth of my daughter. As I don't drink, I passed this on to another member of our project team	Closed	120.00	Yes	Hannah Ke
2319	11/01/2011	David Jacob	Premier League Football Match	EDF	Arsenal Man City Corporate Hospitality	Closed	200.00	Yes	Amar Tross
2317	11/01/2011	Simon Broadbent	Rugby 6 Nations	Hobbes	Rugby match and Hospitality	Pending	130.00	Yes	Amar Tross
2313	09/01/2011	Philip Thew	Monthly meeting with BHM	IBM UK Limited	Lunch at restaurant with BHM. This followed our regular monthly meeting	Closed	175.00	Yes	Jan Drayton
2312	09/01/2011	Philip Thew	Wines Gift	Gesco	Flu video camera	Pending	150.00	Yes	Andrew Ba
2311	09/01/2011	Charles Lock	Lunch with Rodal Point	Rodalpoint	Lunch	Closed	150.00	Yes	Andrew Ba
2310	09/01/2011	John Tully	Shooting day with Righton	Righton	Day out shooting and dinner	Pending	140.00	Yes	Andrew Ba
2319	09/01/2011	Dave Durbin	Liberty Gift Day with EDH	Liberty	Gift hosted by Liberty with Jeff and Eamon (Andrew)	Closed	130.00	Yes	Jeff Inker

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## PROFESSIONAL SERVICES

Risk Avert help clients protect themselves against the potential damage that can result from poor business controls, weak corporate governance, fraud and unethical practices.

As well as providing the Gifts and Hospitality system, Risk Avert will also provide support to:

- > Define policies, processes, processes
- > Train and develop staff
- > Manage specific processes
- > Conduct investigations
- > Customise and implement systems

The screenshot shows a web browser window titled 'Governance Portal By Risk Avert -- Web Page Dialog'. The main content area is a form titled 'Gifts and Hospitality' with reference number 'Ref:24673' and timestamp '22/09/2010 11:48:18'. The form has several tabs: Registrant, Event, Risk Assessment, Impacts, Closure, Audit, Messenger, and Documents. The 'Event' tab is active. The form fields include:
 

- Event Title: Testing
- Type: Receiving
- Date of Event: 24/09/2010
- Supplier / Customer: Supplier
- Date of Offer: 21/09/2010
- Supplier / Customer name: Test
- Description of Gift or Hospitality: Test
- Estimated Value (£): 0.50
- Accepted / Declined: Accepted
- Authorising Manager: Test
- Within Policy: Yes
- Ethics Committee Approval Required?: No
- Approval Granted?: Approved

 At the bottom of the form are buttons for 'Previous', 'Save / Close', and 'Next'.

## Other Solutions

Risk Avert provides a comprehensive range of corporate governance solutions including software, call centers and professional services.



- > Whistleblowing and Security
- > Managing Potential Conflicts of Interest
- > Risk Management
- > Professional Recommendation Tracking
- > Health and Safety
- > Crime Reporting

Our clients include both large organisations such as Virgin Media and Sainsbury's and small medium enterprise enterprises.

More information about these services can be found at our website or by calling Risk Avert.