

Due South Group

Appendix A – Gifts & Hospitality Register

Document Reference: DSG-GOV-003A

Related Policy: Anti-Bribery & Anti-Corruption Policy

Version: 1.0

Purpose

The Gifts & Hospitality Register provides a transparent record of all gifts, hospitality, travel, accommodation or entertainment offered to, or received by, any director, employee, consultant, contractor or representative of Due South Group.

The register helps ensure that business relationships remain ethical, transparent and compliant with Company policy.

All significant gifts or hospitality must be declared promptly. If there is any doubt, the item should be declared.

Register

Item	Information Required
Reference Number	Sequential entry number
Date	Date offered or received
Name of Employee	Person declaring the entry
Position	Job title

Organisation Offering / Receiving	Company or organisation involved
Individual(s) Involved	Names of participants
Description	Nature of the gift or hospitality
Estimated Value	Approximate market value (£ or local currency)
Business Purpose	Reason for the hospitality or gift
Offered or Received	State whether offered by DSG or received
Accepted or Declined	Outcome
Approval Required	Yes / No
Approved By	Name and position
Date Approved	Approval date
Comments	Additional information

Examples Requiring Declaration

- Meals with clients or government officials.
- Conference invitations.
- Travel funded by another organisation.
- Accommodation provided by a third party.
- Sporting or cultural event tickets.
- Gifts of any significant value.
- Seasonal gifts.
- Promotional items where value exceeds normal business practice.

Items That Must Never Be Accepted

The following are prohibited:

- Cash.
- Cash equivalents (gift cards, vouchers or prepaid cards that function as cash).
- Personal loans.
- Personal discounts unavailable to the general public.
- Lavish entertainment intended to influence decisions.
- Gifts during procurement or tender evaluations.
- Any gift that could compromise, or appear to compromise, impartiality.

Approval Requirements

Approval from the Chief Executive or a delegated senior manager should be obtained before accepting or offering gifts or hospitality that could reasonably be perceived as significant or sensitive.

All entries must be retained as part of the Company's governance records and may be reviewed during internal audits or due diligence exercises.