

Price Western Hospitality Policy

The aim of the Price Western Leather Company Ltd. Hospitality policy is to guard against the risk of allegations of impropriety and potential conflicts of interest between Price Western Leather Company Ltd (PWL) and both its suppliers and customers.

Offering Hospitality

- 1) PWL insists that staff **should never offer** any hospitality to representatives of any Public Sector organisation. PWL insists that all business contact and related activities be conducted with the utmost integrity, openness and professionalism at all times.
- 2) It may be permissible to provide hospitality in the form of refreshments or working lunches for meetings with Private Sector organisations. However it should be noted that alcohol should never be provided as part of a working lunch. Permissible hospitality should be:
 - not lavish in nature;
 - not a frequent occurrence; and
 - there is no suspicion of a conflict of interest.

Accepting Hospitality

- 3) PWL requires staff to ensure that any hospitality offered to them by representatives of a Public Sector organisation could not be construed in anyway to be improper or to risk any conflict of interest, either at the time of offer or in the future. If there is any doubt about the possible outcomes, the **hospitality should be refused**.
- 4) Members and staff should not encourage business contacts to provide hospitality to them, or indirectly to other colleagues, friends or relatives.
- 5) Offers of hospitality should be reported to the Managing Director. Some examples of hospitality which should be refused are payments for lunch or dinner, and tickets to sporting or leisure events.
- 6) In the following circumstances, it may be considered appropriate to accept a working lunch, dinner or attendance at an annual stakeholder event, where it is:
 - not lavish in nature;
 - not a frequent occurrence; and
 - there is no suspicion of a conflict of interest.
- 7) Such hospitality must be reported to the Managing Director

Signed:
Managing Director

Date: 15 May 2015