

Section 10: MISCELLANEOUS

REFERENCES

NICVA employees who require a reference can only make requests from line managers, Directors or the Chief Executive, after having received prior permission from the aforementioned person to do so. The Human Resources Officer can provide assistance on the completion of all references to ensure consistency and the accuracy of information. All completed references will be approved by the Chief Executive.

Only individuals in the above positions are authorised to supply references. No other serving member of staff is permitted to allow their name to be given for the purpose of an employer's reference without the approval of the Chief Executive.

However, serving members of staff may give references provided they do so in a private capacity making this clear in the letter. Such references must not be written on NICVA headed notepaper.

GIFTS

All financial gifts made to NICVA employees in return for services are the property of NICVA and should be forwarded to the Finance office. There may be occasions when staff receive gifts such as book tokens, etc. Any such gifts up to the value of £20 may be retained by the receiver, otherwise they are the property of NICVA.

Occasionally staff may find themselves compromised by the offer of a personal gift or over elaborate hospitality in the hopeful expectation of preferential treatment. Members of staff should seek approval of the Chief Executive before accepting such gifts or hospitality. Equally the Chief Executive should seek approval of the Chair of NICVA.

MEMBERSHIP OF BOARDS OR COMMITTEES

There may be occasions when NICVA staff are requested to participate as a member of a board or committee on behalf of the organisation. Such representation must have prior approval of the Chief Executive or where appropriate the Executive Committee. Out of pocket expenses may be claimed directly from the board or body and in this case no expenses claim should be submitted to NICVA. Any other financial contribution or emolument associated with the above is the property of NICVA. Any member of staff wishing to participate as a board or committee member in a personal capacity may do so with prior approval from the Chief Executive or in the case of the Chief Executive, the Chair of NICVA. This must be conducted during the employee's own time and any financial contribution may be accepted by the employee (refer to Section 1 – Other Paid Employment).