

UNIVERSITY OF KENT

Policy on Personal Benefit

The Senate and the Council have agreed the following Policy on personal benefit by members of staff and lay members of the Council.

1. The Nolan Principles, the seven principles of public life, form the basis of the ethical standards expected of all public office holders. The principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
2. Members of staff and lay members must not use their office or employment for personal gain and should act at all times in good faith and in the interests of the University. Members of staff with responsibilities for purchasing goods or services for the University may not purchase or procure the same type of goods or services for personal benefit at a preferential cost by virtue of their employment.
3. Members of staff may not accept business gifts, other than items of very small intrinsic value such as diaries or calendars, except when not to do so would damage the business relationship and with the approval of their Head of Department or relevant senior officer.
4. Modest hospitality is an accepted courtesy of a business relationship. However, members of staff must not allow themselves to be in a position where it might appear that they had been influenced in making a business decision. The frequency and scale of hospitality accepted must not be significantly greater than the University would offer in return under Section 11 of the Employee Personal Expenditure Policy - this can be viewed [here](#).
5. Members of staff and lay members of Council should note that the University is committed to conducting its business fairly, honestly and openly, to the highest standard of integrity and to be mindful of the University's Anti-Bribery and Corruption Policy and the scope of the Bribery Act 2010. (<http://www.kent.ac.uk/governance/policies-and-procedures/bribery.html>)
6. The University has a policy and procedure for the [declaration of interests](#).
7. Breaches of the provisions of this Policy may, if established, lead to disciplinary action against members of staff or to action for removal from office by lay members.