



THE INSTITUTE OF CONSERVATION

Icon Policy on Thank-You Gifts

Icon relies on the efforts of a very wide range of volunteers. About 400 members undertake voluntary work for Icon each year. The essence of volunteering is that it is unpaid and as a charity it would not generally be appropriate to reward volunteers for their contribution.

Nevertheless, the Trustees recognise that at times it may be appropriate to show appreciation to an individual for an exceptional contribution by giving a small gift. Our auditor advises us thus: 'Have a policy and procedure to follow to ensure gifts are only given appropriately and are not material, i.e. It is a gesture. Gifts should never be cash or cash equivalents (i.e. Not a gift card). A bunch of flowers or box of chocolates would not be unreasonable.'

The Trustees have reviewed the situation and have decided to adopt the following policy:

- Icon Group Committees may decide to use up to £20 to buy a "thank you" gift for a volunteer who has made an exceptional contribution to the work of the group over a sustained period.
- Such a gift is only a gesture. A gift should never be cash or cash equivalents (i.e. not a gift card). A bunch of flowers or box of chocolates would not be unreasonable.
- A gift should be made to an individual and not to a group of people.
- As in all expense claims, this must signed off by the Chair of the group.

The Chair of the Board of Trustees will follow the same policy to thank a Trustee who has made an exceptional contribution to the work of Icon over a sustained period.

Approved by Icon Board of Trustees 4th August 2016