

Name of recipient	Job Title	Name and address of person and company offering gift or hospitality	Details of current relationship with person offering Gift or Hospitality (e.g. contractor, potential contractor etc.)	Description of Gift / Hospitality offered:	Estimate value of Gift /Hospitality	Date of offer:	Action taken i.e. gift kept/ returned/ hospitality refused	Signed/ authorised by Director:	Date that form completed/ approval obtained:	Notes
Name Redacted	Supervisor in Grounds Maintenance	, Marketing Dept. Major Equipment Intl Ltd, Ballyhaunis, Co Mayo, F35 C891, Ireland	Contractor	£100 Gift Voucher; Promotional wooly hat and mug	£100; less than £20	9th Oct 2020	Kept	Kevin O'Leary	4th Nov 2020	KOL authorised receipt of these gifts outside of the Policy guidelines due to the one-off nature of the offer which was made as a thank you for the GEL staff members taking part in a promotional video. GEL received some good publicity as a result of the project and everyone involved worked hard to make it a success.
Name Redacted	Tractor Driver in GM	As Above	As Above	£50 Gift Voucher; promotional wooly hat and mug	£50; less than £20	9th Oct 2020	Kept	Kevin O'Leary	4th Nov 2020	As above
Name Redacted	Tractor Driver in GM	As Above	As Above	As above	As above	9th Oct 2020	Kept	Kevin O'Leary	4th Nov 2020	As above