

GIFTS, REWARDS AND HOSPITALITY POLICY

POLISI RHODDION, GWOBRAU A LLETYGARWCH

POLISIAU ADNODDAU DYNOL LLYWODRAETH CYMRU

RHODDION, GWOBRAU A LLETYGARWCH

- 1 Mae Telerau ac Amodau Gwasanaeth Llywodraeth Cymru, ynghyd â'i Chod Ymddygiad Staff, yn nodi dyletswyddau a chyfrifoldebau gweision sifil. Mae'r Polisiau hyn yn atal cyflogeion rhag derbyn rhoddion, gwobrau, lletygarwch neu fuddiannau o unrhyw fath oddi wrth drydydd parti a allai'n rhesymol arwain at amheuaeth o wrhdaro rhwng eu dyletswydd swyddogol a'u buddiant personol neu a allai'n rhesymol ymddangos fel petai'n peryglu eu huniondeb. Rhoddir rhagor o ganllawiau yn Atodiad 4.11 o "Rheoli Arian Cyhoeddus Cymru" a ddiwygiwyd ac a gyhoeddwyd yn ddiweddar.
- 2 Er mwyn diogelu'r sefydliad ac unigolion, ein polisi yw y dylai unrhyw gyflogai a gaiff gynnig rhodd, gwobr, lletygarwch neu fuddiant arall, yn sgil ei ymwneud swyddogol ag unigolyn neu sefydliad, wrthod hynny'n gwrtais, oni fydd wedi'i eithrio. Gall methu â gwneud hynny arwain at gamau disgyblu a/neu gyfreithiol.
- 3 Ni ddylai cyflogeion geisio rhoddion, gwobrau neu letygarwch nac unrhyw fuddiannau eraill. Mae hyn yn cynnwys ceisio neu dderbyn cyfraddau ffafriol am nwyddau a gwasanaethau gan gysylltiadau busnes nad ydynt ar gael i'r cyhoedd at ddefnydd personol neu ar ran teulu, ffrindiau neu gydweithwyr eraill. Gall unrhyw gyflogai sy'n gwneud hynny wynebu camau disgyblu a/neu gyfreithiol.
- 4 Sylwer bod ein holl bolisiau yn cynnwys pob aelod o staff waeth beth yw oedran, priodasau (gan gynnwys priodasau cyfartal/un rhyw) a partneriaeth sifil, nam neu gyflwr iechyd, rhyw, cyfeiriadedd rhywiol, beichiogrwydd a mamolaeth, hil, crefydd neu gred, hunaniaeth o ran rhywedd neu mynegiant rhywedd.

19 Mawrth 2019

WELSH GOVERNMENT HR POLICIES

GIFTS, REWARDS AND HOSPITALITY

- 1 The Welsh Government Terms and Conditions of Service and the Staff Code of Conduct set out the duties and responsibilities of civil servants. These policies prohibit employees from receiving gifts, rewards, hospitality or benefits of any kind from a third party which may reasonably give rise to suspicion of conflict between their official duty and their private interest or may reasonably be seen to compromise their integrity. Further guidance is available in Annex 4.11 of the recently revised and published “Managing Welsh Public Money.”
- 2 To protect the organisation and individuals, it is our policy that any employee who is offered a gift, reward, hospitality or other benefit, as a result of their official dealings with any person or organisation, must politely decline it, unless it falls into one of the exceptions. Failure to observe this requirement may result in disciplinary and / or legal action.
- 3 Employees must not solicit gifts, rewards or hospitality or any other benefits. This includes seeking or accepting preferential rates for goods and services from business contacts which are not available to the general public for personal use or on behalf of friends, family or other colleagues. Any employee who does so may be subject to disciplinary and /or legal action.
- 4 Please note that all of our policies are fully inclusive of all staff regardless of age, marriage (including equal/same sex marriage) and civil partnership, impairment or health condition, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression.

19 March 2019