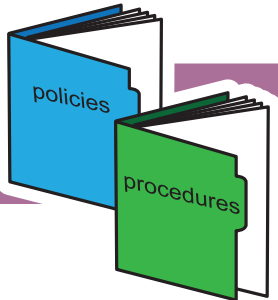


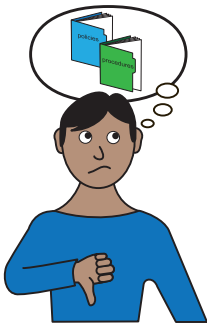


policies and procedures

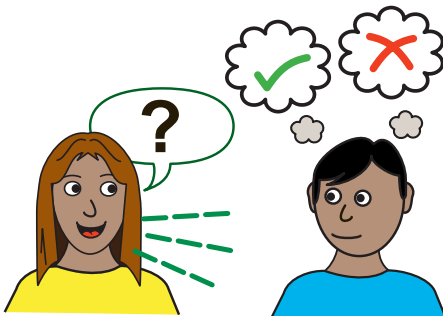


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

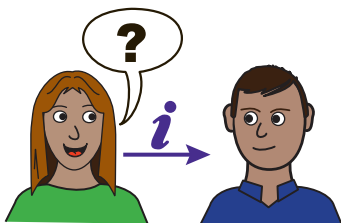


The policies and procedures also tell us what to do if something goes wrong.

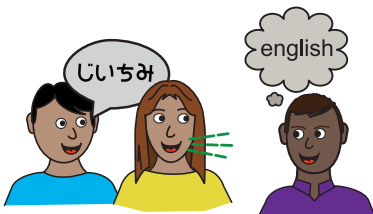


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

As a charity, it is important that the public has confidence in the trustworthiness of Pyramid's activities and workers.

We welcome donations and bequests as a vital source of funding that supports Pyramid in achieving its ambitions and charitable objectives.

Donations and bequests to Pyramid can be made unconditionally or linked to a particular project or activity. We recommend that you speak to the Director before donating if you want the funds to be spent in a specific way. We advise that you seek appropriate legal advice before leaving a bequest in your will.

Pyramid reserves the right to refuse donations and bequests (for example, if the funds are offered conditionally in a way that conflicts with our work, or if accepting the funds may cause reputational harm.)

Personal gifts and bequests

Sometimes, participants or family members may feel grateful towards someone in Pyramid and want to show their appreciation in the form of a gift, or to identify them as beneficiaries in their will, or in some other way.

This could put the recipient in an uncomfortable position. If gifts were routinely accepted, participants and their families or friends could come to believe that the level of service Pyramid provides could be influenced by gifts. This is not the case.

Pyramid workers are not permitted to accept gifts valued at £10 or more and will politely decline any that are offered. Occasional token gifts valued under £10 can be accepted.

The Operations Manager must be informed of all gifts offered (both accepted and declined).

Celebratory cards (e.g. birthdays, festive events) can be accepted and do not need to be declared.

Accountability

Pyramid encourages openness and transparency in all aspects of its work. A record of all gifts (accepted or declined) will be kept. If anyone suspects that a gift has been accepted and not declared, they should contact the Director to investigate or refer to our Whistleblowing Procedure if appropriate.