



Long Service Award and Gift Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Introduction

1. The OPCC appreciates and values contribution of all members of the wider police family. This policy sets out how the OPCC recognises and rewards long service.
2. The policy applies to both full time and part time individuals.

Long Service Gift

3. **All staff** who complete 20 years continuous Public Service will be entitled to a gift to the value of £150*. This is a one-off gift which may be given at any time from the individual attaining 20 years' service, until retirement. The timing of this is for the individual to choose.
4. * *This amount is excluding VAT and is the maximum value for the gift; no cash equivalent can be claimed.*
5. In order to ensure that individuals have a gift that is meaningful to them, and in recognition of this achievement they may identify a gift that will be purchased on their behalf up to the value of £150.
6. Where individuals have identified their own gift, then in order to ensure it is appropriate, approval must be obtained by the Head of Internal Audit prior to any expenditure.

Volunteers

The OPCC also wishes to recognise the commitment and the contribution made by our volunteers. All volunteers who complete multiples of five years voluntary service will receive a gift as recognition of the time given in supporting the Police and Crime Commissioner in this vital role of holding the Chief Constable to account. The gift will be presented by the PCC or their representative at a suitable ceremony arranged for that purpose each year.