

# **Guidelines - Identifying Gifts or Benefits in Breach of this Policy**

## **Part A - Gifts of Hospitality**

(1) Employees will at times be offered hospitality (e.g. food and drinks) in relation to work-related functions and similar activities as part of their role in representing the University or managing University business. As a general rule it is acceptable for employees to accept modest offers of hospitality, of the type that the University itself would offer for similar activities. Employees should not accept extravagant hospitality, regular or frequent hospitality, or any hospitality designed to influence an employee's decision-making process.

(2) Employees should report offers of hospitality to their supervisor.

## **Part B - Reporting Gifts of Hospitality**

(3) An employee must report all gifts of hospitality to his/her supervisor. The notification should include the following information:

- a. The name of the recipient
- b. The date(s) on which the hospitality offer was accepted
- c. The name(s) of those who made the offer
- d. A description of the hospitality and in what context it was offered
- e. An estimation of the value

(4) The supervisor will determine whether the hospitality should be recorded on the Gifts and Benefits Register.

(5) Gifts of hospitality valued at \$150 or greater should be recorded in the Gifts and Benefits Register within 5 calendar days of accepting or declining the offer.

(6) The supervisor must request that the employee records the hospitality in the Gifts and Benefits Register if the hospitality is deemed to be extravagant or frequent.

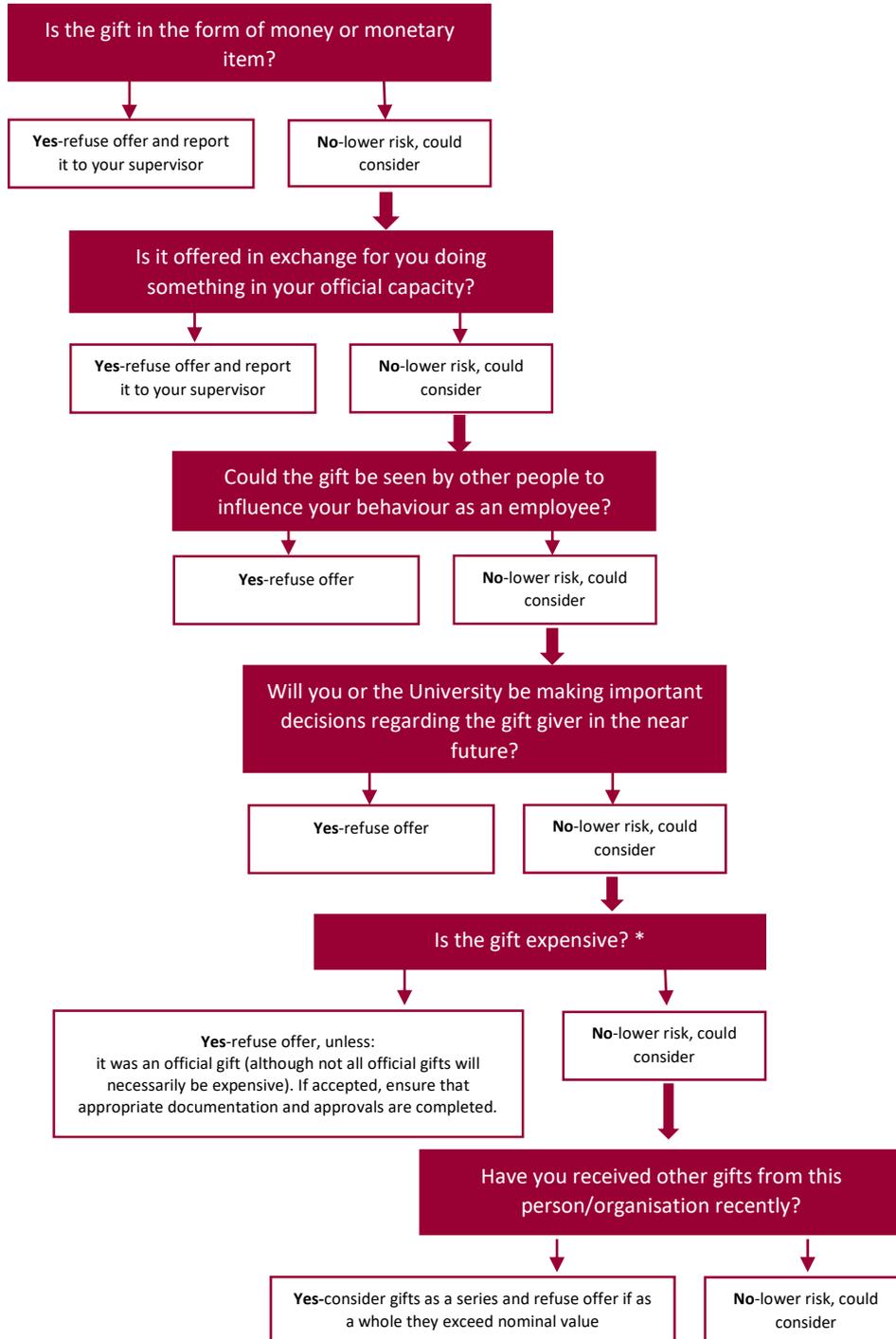
## **Part C - Gifts and Benefits Decision-Making Guide**

(7) All employees should be aware of the gifts and benefits Policy, well before any situation arises where decisions need to be made. Nonetheless, every situation is different, and in some cases, advice available in the policy may not be directly applicable to the specific circumstance in which an employee may be placed.

(8) The following decision-making guide poses a series of questions to help employees decide if it is appropriate to accept a gift. If there is any concern regarding the appropriateness of accepting a gift, it is probably best to refuse it.

## Decision-making guide<sup>1</sup>

Always check and comply with the University Gifts and Benefits Policy. In addition, it may be useful to consider the following general issues:



*\*Where the gift exceeds twice the nominal value of \$150 the gift should be discussed and approved by the supervisor prior to accepting it.*

<sup>1</sup> Once a decision has been made about whether or not it might be appropriate to accept a gift, consult your supervisor as to the next steps regarding approvals and recording in the Gifts and Benefits Register.

- As per clause 13 of the University’s Procurement Policy, employees involved in procurement actions are prohibited from accepting gifts or extensive hospitality or other benefits from current or prospective suppliers. Modest hospitality (e.g. in house lunch, coffee, tea) associated with meetings to discuss goods and/or services being acquired by the University is acceptable but restaurant lunches and dinners, the provision of alcohol, tickets to the theatre or sporting events are not.
- For more scenarios of what may or may not be considered high risk are depicted in the table below:

<b>Scenario</b>	<b>Risk Type (High/Low)</b>	<b>Reason</b>
Offer of tea or coffee during a meeting	Low	The offer of tea and coffee during a meeting is a courtesy, not a gift or benefit. A modest lunch offered to a working group would also come into this category.
Hospitality provided in relation to procurement process	High	Hospitality that extends beyond courtesy, where there is no real benefit to the employee’s, or where it is clearly offered in an attempt to influence the employee’s decisions, such as in relation to a procurement process should be declined.
Hospitality provided in relation to development approval (DA) process	High	As above
Invitations to participate in golf days, or professional sporting events in a ‘corporate box’.	High	It is important to consider how accepting such an invitation would be perceived.
Food and drinks offered to employee that relate to an event that involves legitimate work activities and it is considered essential for the employee to attend.	Low	If it can be argued that attending the event is necessary in order to perform the functions, then the University should consider paying the expenses, rather than have the event organisers cover the expense.
Conference organisers offer to pay for an attendee’s travel expenses to get them to participate at the event.	Low	This would be appropriate as long as the University as a whole benefits from the employee’s attendance.
An employee was invited as one of the guest speakers in the Risk Management forum with all expenses paid (e.g. food, drinks and accommodations).	Low	As long as the University considers that it was an appropriate use of resources, it would be acceptable to receive incidental expenses to help cover the cost of attending.