

Policy on the Acceptance of Gifts, Benefits and Hospitality

Department employees, School Council employees or School Councillors must not accept gifts, benefits or hospitality from people seeking to influence their decisions unfairly.

The **minimum requirements** applying to all employees and school councillors are:

- Do not solicit gifts, benefits or hospitality;
- Refuse all offers of gifts, benefits or hospitality from people or organisations about which they are likely to make decisions, i.e. tender processes, procurement, licensing or regulation, etc.
- Refuse all offers of money or items easily converted to money, such as shares;
- Refuse bribes and report bribery attempts to their manager or the Principal;
- Seek advice from their Principal or other appropriate delegate if unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value.

Employees or school councillors may accept benefits and hospitality, such as invitations to official functions or events of reasonable value, as long as they are related to the business of the Department or the school, and provided that they do not involve a conflict of interest.

For school-based employees and school councillors, acceptance and offers of a gift worth more than \$100 (nominal value) must be formally registered on the school's gift register. The School Gift Register is available in the Business Manager's office.

The gift register will be monitored by the Principal and the Business Manager and will be reviewed annually by the school council.

Staff Member's Name OR School Councillor's Name:		
Donor's name and organisation:		Phone Number:
Location of gift:		
Description and estimated value:		
Decision taken on gift:		
Principal's or School Council President's signature:		
Printed Name:		Date:

School Council President

Date