

Gifts and Benefits Procedure:



POLICY STATEMENT:

Grays Point Activity Centre acknowledges the importance of all Educators carrying out their responsibilities impartially. The purpose of this Procedure is to establish standards that will enable Educators to identify when to accept or decline a gift or benefit, and the process to follow if a gift or benefit is given. This Procedure applies to all Employees and at all times including common occasions when gifts are given such as at Christmas.

This Procedure is not intended to apply to:

- Prizes an Educator may be awarded.
- Gifts and benefits which may arise from personal relationships.

PROCEDURES:

In the course of doing business sometimes gifts or benefits may be offered, as a business courtesy. In addition, gifts may be offered by children and their families out of gratitude and goodwill for a job well done. However, gifts and benefits can also be offered as a subtle form of influence to create a favourable impression or to gain preferential treatment. This in turn may give rise to a conflict of interest.

Acceptance of a gift or benefit can create a sense of obligation that may compromise impartial and honest decision making. If the receiving of a gift or benefit could cause embarrassment to the Centre, regardless of whether it will become public knowledge, it would be inappropriate to accept it. Staff should be particularly wary of circumstances when gifts and benefits are offered on a regular basis.

Reporting Gifts and Benefits

Educators may accept a nominal gift or benefit if it is estimated to be under \$25 in value and is not associated with a business relationship. Gifts or benefits with an estimated value of over \$25, or if they have been received from a business or in relation to a business association must be reported to the Management Committee and be recorded in the Gifts and Benefits Register.

The Committee must be advised of the:

- Provider of the gift or benefit (including organisation name if from a business).
- Date received/to be received.
- Brief description of gift or benefit.
- Estimated value of the gift or benefit.

Roles and Responsibilities

Educators:

As an employee you must:

- Not seek gifts or benefits for you or your associates in connection with your job.
- Not accept any gift or benefit that may create or be perceived to create a conflict of interest.

- Not be influenced by the receipt of a gift or benefit to alter your decision-making process or objectivity.
- Not accept monetary/financial gifts under any circumstances.
- Notify the Centre Manager if you receive a gift or benefit.

The Centre Manager is responsible for providing advice to an Educator on how to handle the receipt of gifts and benefit and the appropriateness of gifts or benefit. They must consider their response in light of this procedure, the Code of Conduct, and the Centre's values. The Centre Manager will notify the Committee of any gifts of over \$25 in value. If the Management Committee consider the gift to be inappropriate they may request that it be returned. Gifts over \$25 value may be used as a donation for the Centre's work such as a gift in a raffle ticket. Employees who accept a gift or benefit are responsible for any taxation obligations including Fringe Benefits Tax. If a staff member is offered a bribe, they must immediately report the issue to the Centre Manager.

The Committee is responsible for:

- Providing the requesting employee approval, or not to accept the gift or benefit.
- Recording the receipt of gifts and benefits in the centrally recorded Gifts and Benefits Register.
- Reviewing the Gifts and Benefits Register on a regular basis.
- Providing guidance and assistance to the GPAC Centre Manager on the application of this procedure.
- Where the gift is of significant value to the operations of the Centre the Committee will arrange a formal letter of gratitude to the bequestor.

Internal Gifts and Rewards

The Committee acknowledge the efforts of the Centre staff and Volunteers.. At end of the School year the Committee may propose the purchase of a token gift (i.e. Westfield Voucher) and card to each staff using Grays Point Activity Centre's funds. The final value of the gift can be determined at the last Committee Meeting of the year and shall not exceed \$100 per staff. Staff working at or near fulltime with primary responsibilities of the Centre will receive a higher value gift amount, followed proportionally by permanent staff, and finally casual staff. A delegate from the Committee will purchase the gifts and cards for all Committee Members to sign prior to issuing to the Centre Manager for distribution. Any further celebratory or recognition such as end of year parties, farewell parties and gifts shall be met by staff and Committee Member contributions of their choice. Staff bonuses and recognition awards are described in the Staff Employment and Appraisal Policy.

Related Documents

- Code of Conduct
- Gifts and Benefits Register

ENDORSEMENT BY THE SERVICE:

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| Approval date: _____ |
| Date for review: _____ |

*Revised August 2018 KG and KK
Revised September 2019 KG and KF*