

GIFTS & BENEFITS PROCEDURE



It is important that all Grays Point Activity Centre (GPAC) staff carry out their responsibilities impartially. The purpose of this procedure is to establish standards that will enable staff to identify when to accept or decline a gift or benefit, and the process to follow if a gift or benefit is accepted.

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 a staff member may be awarded.
- Gifts and benefits which may arise from personal relationships.

Introduction

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 GPAC, 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

Staff 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 GPAC 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

Staff:

As a GPAC 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 Coordinator if you receive a gift or benefit.

If the GPAC 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 GPAC Coordinator.

The GPAC Coordinator is responsible for providing advice to a staff member 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 Coordinator will notify the Committee of any gifts of over \$25 in value.

The GPAC 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 & Benefits Register.
- Reviewing the Gifts and Benefits register on a regular basis.
- Providing guidance and assistance to the GPAC Coordinator 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 GPAC Committee acknowledge the efforts of the centre staff and coordinator. At end end of the school year the committee endorse the purchase of a token gift (i.e. westfield voucher) and card to each staff using GPAC 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 Coordinator 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 recknognition awards are described in the Staff employment and appraisal policy.

Related Documents

- Code of Conduct
- Gifts and Benefits Register