

GIFT AND BENEFITS POLICY

Rationale:

- The community expects high standards of integrity and impartiality from Victorian public sector employees and school councillors. Whenever Department employees, school council employees or school councillors do accept gifts, they are required to do so with honesty and transparency.

Aim:

- To guide all individuals as to what they need to do when considering whether to accept gifts, benefits and hospitality.

Guidelines:

- The minimum requirements apply to all employees and school councillors. The minimum requirements for individuals are that they:
- do not solicit gifts, benefits or hospitality for themselves.
- 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/Principal
- seek advice from their manager/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.

Accepting gifts, benefits and hospitality:

Employees or school councillors may accept benefits and hospitality, provided that they do not involve a conflict of interest.

Gifts of any value must never be accepted if:

- the gift donor or reasonable observer would perceive that acceptance would create an obligation to the donor, particularly if the value of the gift is disproportionate to the circumstances in which it is offered
- the gift is likely to influence an employee or school councillor in the course of their duties or where acceptance could cause a conflict of interest
- the gift is an offer of money or anything readily convertible into money (e.g. shares)
- the organisation or individual has a connection with a tender process or a decision over which the Department or the school could be perceived to have influence.

Keeping gifts:

- Gifts beyond \$300 must be referred to school council for approval and also registered on a gift register.

Recording the acceptance and/or keeping of a gift:

- For school-based employees and school councillors, acceptance and offers of a gift worth more than \$300 (nominal value) must be formally registered on the school's Gift Register.
- The Gift Register will be monitored by the principal and annually reviewed by the school council.

This policy was last ratified by School Council in....

September 2011