

# Gifts, Benefits & Hospitality

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## 1.0 Rationale

The giving and receiving of gifts, benefits and hospitality are common place in schools; however, these need to be managed sensitively with no conflict of interest or improper influence. They need to comply with Australian Taxation laws, and must not compromise the good name of the school.

## 2.0 Goals

To ensure the giving and receiving of gifts results in positive experiences that enhance the school and its relationships with others.

## 3.0 Implementation

- Our school often gives gifts to recognise the contributions of volunteers and to staff members who are unwell for extended periods, etc.
- Gifts given by the school are generally of little monetary value and usually consist of bouquets of flowers, small school mementoes, or other inexpensive items of sentimental value.
- 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 decision, 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.
- The school may also accept gifts or donations. These may be used by students in classroom activities or as prizes for school fundraising events.
- Items received as a promotion or deal with businesses to act as an incentive to purchase from their company are to be documented on the gifts register. These items as discussed will be used for fundraising activities, classroom rewards for students, or donated to a charity. This will be stated on the register.
- Gifts or donations are not to be linked to expectations of favourable service by the school, and are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school's good name into disrepute.
- Employees or school councillors may accept benefits and hospitality, such as invitations to official functions or events of reasonable value, as long as they



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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 (see Appendix 1) and reported to School Council. The school's Gift Register is available in the office and will be monitored by the Principal and the Business Manager.
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.

#### **4.0 Resources**

Additional information can be obtained in the DET Gifts, Benefits and Hospitality Policy

<http://www.education.vic.gov.au/Documents/school/principals/spag/governance/giftsbenefitsandhospitality.pdf>

#### **5.0 Evaluation**

This policy will be reviewed as part of the School's three year review cycle.

#### **6.0 End of Document**

