

Purpose

To guide all individuals as to what they need to do when considering whether to accept or offer, gifts, benefits and hospitality and in turn maintain public trust by being honest, open and transparent.

To ensure that Employees always act fairly and objectively and by following the policy ensure that there is no actual or perceived acceptance of improper gifts.

Implementation

This policy applies to all DET Employees, contractors, members of School Council and School Council Employees.

- Individuals must exercise particular care in accepting gifts, benefits or hospitality if:
 - the donor person, company or organisation is involved in a tender process with the School, or the donor person or organisation is the subject of, or affected by, a decision within the School's discretionary power or significant influence;
 - the person, company or organisation is in a contractual relationship with the Great Ryrie Primary School Council; or
 - the employee or school councillor has been offered gifts of any kind from the same donor more than once in the last year.
- 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 School, and provided that they do not involve a conflict of interest or create a perception that the employee or school councillor will be unduly influenced by accepting the benefit or hospitality. In all cases the benefit or hospitality should be proportionate to the occasion.
- Gifts of seemingly excessive value **should not** be accepted. The only exception to this is when failure to accept the gift, benefit or hospitality is likely to cause embarrassment or insult to the donor.
- Gifts of any value must **never** be accepted if:
 - the 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), or

- 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.

Take the GIFT TEST

G	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select contractors, award grants or determine policies? Could the person or organisation benefit from a decision I make?
I	Influence	Are they seeking to influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy, a token of appreciation or highly valuable? Does its timing coincide with a decision I am about to make?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would I feel if the gift, benefit or hospitality became public knowledge?

Keeping Gifts

- Employees and school councillors may keep token gifts (under \$100) such as a box of chocolates, for the work they have done.
- To keep a gifts > \$100 and < \$500 documental School Council Approval is required.
- Gifts > \$500 **must** be surrendered to the School Council.

Registering Gifts

- Acceptance of token gifts or reasonable hospitality does not need to be formally registered.
- Gifts worth more than \$100 (nominal value) must be formally registered on the School's Gift Register. The register is monitored by the Principal and annually reviewed by School Council.

Providing Gifts and Hospitality

External guests

Staff may consider providing hospitality for the purposes of:

receiving guests (for example a visiting delegation from a cluster group, or hosting a meeting held over lunch time);

facilitating relationships between third party organisations that are in the interests of the State;

celebrating the opening of an event, exhibition, or launching an initiative (for example, the launching of a new community awareness campaign).

In considering whether to provide a gift or hospitality, the staff member should seek to uphold, and where possible, enhance the reputation of the school. The following questions will assist with this consideration:

- will the provision of hospitality foster the conduct of school-based business?
- will the provision of hospitality help to promote or support the school's policy objectives?
- in providing hospitality, can we be sure that the reputations of the school and the external guests are upheld?
- will the gift being considered provide a benefit to the School? **NOTE:** Any gift should usually be symbolic, rather than financial, in value.

Staff

On occasions, the School may wish to recognise significant staff achievements and provide token gifts as part of:

- a reward and recognition event; and
- celebrating length of service milestones and/or retirements.

A token, such as a card and/or flowers, may also be sent to family members to acknowledge an employees' contribution to the workplace in the event of their death, as well as flowers to staff for severe illness involving an extended hospital stay, bereavement affecting a staff member or their immediate family and a bereavement relating to students and their immediate family.

To uphold the principles of accountability and transparency, the Schools will seek approval from the School Council when issuing gifts to staff (regardless of value) which is funded by public monies.

The school will not purchase gifts in celebrations of events such as birthdays, marriages or the birth of children using public money. The School Council Staff Association will be used to fund these occasions.

Evaluation

This policy is to be reviewed as part of our school's four year review cycle.

School Council ratified this policy in 2016

Next review of this policy is in 2020