

# Gifts, Benefits and Hospitality Procedure, Flow Chart and Declaration Form

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Related policies and documents:	Gifts, Benefits and Hospitality Policy Gifts, Benefits and Hospitality Flow Chart Gifts, Benefits and Hospitality Declaration Form Gifts, Benefits and Hospitality Register

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## Purpose

To ensure standards of integrity and impartiality are maintained by all employees by providing a suitable process for reporting of gifts, benefits and hospitality.

## Procedure

In responding to offers of gifts, benefits and hospitality employees are to refer to the Gifts, Benefits and Hospitality Policy and **work through the Gifts, Benefits and Hospitality Flowchart. (Attached)**

- Where the gift, benefit or hospitality offer is a token offer (less than \$50) the offer may be accepted.
- Where the gift, benefit or hospitality offer is a non-token offer (greater than \$50) that has a business benefit the offer may be accepted and the offer declared. You must seek approval from your Manager prior to accepting non-token offers (greater than \$50). Complete the declaration form (attached) and provide the form to the Manager Governance.
- Where the gift, benefit or hospitality offer is a non-token offer (greater than \$50) is declined you are required to declare the offer. Complete the declaration form (attached) and provide the form to the Manager Governance.

## Contacts for further information

A conflict of interest resulting from the acceptance of a gift, benefit or hospitality is not always clear to those who have them. Individuals who are unsure about accepting a gift, benefit or hospitality, or the application of this policy, should ask their manager, or Manager Governance for advice.

# RESPONDING TO GIFTS, BENEFITS AND HOSPITALITY

Public officials do not seek offers of gifts, benefits and hospitality.

## Have you been offered a gift, benefit or hospitality?

Offers include:

- items or services (e.g. chocolates, bottle of wine, door prize, free training course)
- benefits (e.g. promise of new job, discounted services)
- hospitality (e.g. food, drink, travel, accommodation, attending sporting or cultural events)

YES

## Is it prohibited?

- Is it **money** or similar to money (e.g. gift vouchers) or easily converted to money (e.g. shares)?
- Would accepting the offer create a **conflict of interest** (e.g. perceived as influencing your decision to award a contract, set policy, or regulate a service)?
- Would accepting the offer bring your integrity, or that of your organisation, into **disrepute**?

YES

## Is it a token offer?

(i.e. of inconsequential or trivial value)

YES

## Refuse the offer

If cannot immediately refuse, either return the offer or transfer ownership to your organisation

NO

## Refuse and declare the offer\*

If cannot immediately refuse, either return the offer or transfer ownership to your organisation

NO

## Is it a token offer?

(i.e. of inconsequential or trivial value)

NO

## Does it have a business benefit?

YES

## May accept & then declare the offer \*\*

YES

## Have you received multiple offers from the same source?

NO

## May accept the offer

YES

## May refuse the offer #

\* Generic, bulk event invitations that are declined (e.g. spam email offers) do not need to be declared.

\*\* Hospitality from Victorian public sector organisations does not need to be declared.

# More than one token offer may be accepted. However, care should be taken to ensure that multiple offers are not used as a device to avoid offers being recorded on the register.

## GIFTS, BENEFITS AND HOSPITALITY DECLARATION

This declaration form supports the William Angliss Institute Gifts, Benefits and Hospitality Policy and Procedure. Employees must declare all non-token offers of gifts, benefits and hospitality (whether accepted or declined) and seek written approval from their manager to accept any non-token offer.

Fields marked in blue will be published on the William Angliss Institute public register.

Individual to complete	
1. Declaration date	
2. Name (recipient)	
3. Position (e.g. Director)	
4. Unit / Division (e.g. Safety & Culture) Published only if the offer is accepted	
<b>Details of the gift, benefit or hospitality</b>	
5. Date offered	
6. Describe the gift, benefit or hospitality offered	
7. Estimated or actual value	
8. Name of person (donor) making the offer	
9. Position of person making the offer Published only if the offer is accepted	
10. Name of organisation making the offer Published only if the offer is accepted	
11. Type of organisation; for example: a) sporting organisation; b) conference organisation; or c) lobbying firm  Published instead of name of organisation for declined offers	
12. Is the person or organisation making the offer to a business associate of the organisation (Yes / No)?	
13. <b>If yes</b> , describe the relationship between them and the organisation  <b>If no</b> , describe the relationship between you and the person or organisation making the offer; for example, a personal relationship	
14. Why is the offer being made?	

Individual to complete	
<p>15. Would accepting the offer create an actual, potential or perceived conflict of interest (Yes / No)?</p> <p><b>If yes</b>, then the offer must be declined in accordance with the minimum accountabilities</p>	
<p>16. Would accepting the offer bring you, the organisation or the public sector into disrepute (Yes / No)?</p> <p><b>If yes</b>, then the offer must be declined in accordance with the minimum accountabilities</p>	
<p>17. Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer? (Yes / No)</p> <p>For example:</p> <ul style="list-style-type: none"> <li>a) Was it offered during the course of your official duties?</li> <li>b) Does it relate to your official responsibilities?</li> <li>c) Does it have a benefit to the organisation, public sector or State?</li> </ul> <p><b>If no</b>, then the offer must be declined</p> <p><b>If yes</b>, then the business benefit must be detailed, in accordance with the minimum accountabilities</p>	
<p>18. Is the offer an official or ceremonial gift provided when conducting business with official delegates or representatives from:</p> <ul style="list-style-type: none"> <li>a) another organisation;</li> <li>b) the community; or</li> <li>c) a foreign government? (Yes / No)</li> </ul> <p><b>If yes</b>, please provide details</p>	
<p>19. I accepted the offer <b>YES / NO</b></p> <p>Please circle answer</p>	<p>Signature</p> <p>Date</p>

Manager or organisational delegate to complete	
1. Name	
2. Position (e.g. Director)	
3. Unit / Division (e.g. Safety & Culture)	
4. Relationship to employee	
<b>Complete if individual declined offer</b>	
5. I have reviewed this declaration form and will submit it for inclusion on the organisation's gifts, benefits and hospitality register	Signature:  Date:
<b>Complete if individual accepted offer</b>	
6. I have reviewed this declaration form and, confirm that, to my knowledge, accepting this offer:  a) does not raise an actual, potential or perceived conflict of interest for the individual or myself; <b>and</b>  b) will not bring the individual, myself, the organisation or the public sector into disrepute; <b>and</b>  c) will provide a clear business benefit to the organisation, the public sector or the State	Signat  ure:  Date:
7. Record the decision about ownership of the gift; for example did the employee:  a) retain the gift;  b) accept an official or ceremonial gift on behalf of the organisation  c) transfer ownership of the gift to the organisation;  d) return the gift to the donor; or  e) donate the gift to charity?	

N.B. The completed declaration must be forwarded to the Manager Governance for inclusion on the Gifts, Benefits or Hospitality Register.

Section Below: Office Use Only:-

Date completed declaration was received by the Office of the CEO	
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