

Gifts and Benefits Policy

Section 1 - Overview

(1) This Policy provides a framework to enable University Staff to consider the giving and receiving of Gifts and Benefits in the course of their official duties. Accordingly staff should recognize and avoid any situations which may affect their integrity and objectivity by being cautious of undue benefits or preferential treatment in the course of their employment.

Section 2 - Scope

(2) This policy applies to all University staff who give or receive Gifts and Benefits in connection with their employment at the University.

Section 3 - Policy

(3) The University and its staff are placed in a position of trust and should always act in ways which maintain public confidence in the University. Consequently, it is not appropriate for staff to be offered, to accept, or to give Gifts and Benefits that affect, may be likely to affect, or could reasonably be perceived to affect, the performance of their duties. If a staff member is unsure as to whether a Gift or Benefit can be accepted or given, and if so what responsibilities follow, they should seek advice from their supervisor.

(4) University staff will not:

- a. Ask for or encourage the giving of any form of Gift or Benefit in connection with the performance of their duties;
- b. Accept any monetary Gift or Benefit for any duties performed or not performed; and
- c. Accept any Gift or Benefit which could create a Conflict of Interest or be perceived by a reasonable person to create such a conflict. Examples of Gifts or Benefits creating such a Conflict of Interest may include but are not limited to these examples:
 - i. A staff member responsible for purchasing consumables receives a Gift from a sales representative of a supplier company;
 - ii. A staff member responsible for managing a project receives a Gift from a representative of a company that may potentially provide services for the project;
 - iii. A staff member accepting offers of hospitality by a potential bidder to a tender process; and
 - iv. A member of staff that is responsible for the assessment of students of the University accepting a Gift from a student.

(5) This policy distinguishes between four types of Gifts and Benefits:

- a. Nominal Gifts or Benefits;
- b. Significant Gifts or Benefits;
- c. Monetary Gifts or Benefits; and

d. Corporate Gifts.

(6) Monetary Gifts or Benefits must not be accepted or offered under any circumstances. Any Monetary Gift or Benefit that is offered to staff must be declared and the procedures under this policy complied with.

(7) Corporate Gifts represent Gifts that are received or given by the University. They are not Gifts that are associated with an individual staff member. Corporate Gifts received by a staff member in the process of representing the University as part of their official duties, will remain the property of the University.

(8) Nominal Gifts and Benefits and Significant Gifts and Benefits, other than Monetary Gifts, may be accepted provided that the following conditions are satisfied:

- a. The procedures under this policy are complied with, including those in relation to declaring the Gift or Benefit; and
- b. The Gift or Benefit does not infringe the general principles set out in paragraphs 3 and 4 of this policy; and
- c. Paragraph 11 of this policy does not apply.

(9) The monetary limit applied to the types of Gifts and Benefits is cumulative from any one source during the calendar year. This means that a staff member receiving multiple Gifts from the one source will as each Gift is received need to account for the cumulative value of the Gifts or Benefits in order to determine what type of benefit it will fall into.

(10) The University will maintain a register of Gifts and Benefits. This register will record all offers of Gifts and Benefits received or offered by staff of the University.

(11) Areas within the University that are heavily involved in procurement and are at a high risk of a Conflict of Interest or a perceived Conflict of Interest are:

- a. Directorate of Facilities Management Services;
- b. Directorate of Procurement;
- c. Directorate of Finance;
- d. Directorate of Information Technology; and
- e. Strategic Projects Group.

(12) and therefore staff in these areas are not permitted to receive any Gifts or Benefits whatsoever.

Section 4 - Definitions

(13) For the purpose of this policy:

- a. Conflict of Interest — A conflict of interest involves a conflict between a public official's duties and responsibilities in serving the public interest, and the public official's private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage — whether financial or otherwise.
- b. Corporate Gifts — These are Gifts received or given on behalf of the University.
- c. Fair Market Value — Means the reasonable retail value of the gift or benefit.
- d. Gifts and Benefits - These are goods or services that are offered or received free of charge or at a discounted rate.
- e. Monetary Gifts — These are Gifts or Benefits that are currency or easily converted into currency such as shares.
- f. Nominal Gifts or Benefits — These are Gifts or Benefits with a fair market value of less than \$300.

- g. Significant Gifts or Benefits — These are Gifts or Benefits with a fair market value of \$300 or more.

Status and Details

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| Status | Historic |
| Effective Date | 27th July 2015 |
| Review Date | 18th February 2016 |
| Approval Authority | Vice-Chancellor and Chief Executive Officer |
| Approval Date | 18th February 2013 |
| Expiry Date | 16th May 2016 |
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