



## Gifts & Benefits Policy

Policy Classification		
<b>Policy Number:</b>	<b>Date of Origin:</b> November 2018	<b>By Whom &amp; Position:</b> Senior Leadership Team
<b>Policy Audience:</b> Public Domain	<b>Review Dates:</b>	<b>Next Review Date:</b> 2020
<b>Policy Approval:</b> This policy was approved by the Board in February 2019.		
This policy supersedes all previous policies relating to matters contained herein.		

## **1.0 Rationale**

Our Catholic and Lasallian values require that all staff at all times act with utmost propriety. We expect that all individuals and other entities we deal with on a day to day basis act in an ethical manner and vice versa. These guidelines address some issues that may arise from time to time for both the College and for staff members at Oakhill when interacting with the school community and with the wider community.

## **2.0 Guidelines**

The receipt of gifts and benefits can compromise staff and the College with respect to the person or organisation that was the source of the gift or benefit.

## **3.0 Policy**

- 3.1 The College and/or Staff must not solicit or accept for the College or for themselves or for another individual, a gift or benefit that is intended to, or likely to, or could be perceived to cause bias in the course of fulfilling duties and responsibilities.
- 3.2 Staff may accept a personal gift of nominal value of a type generally used by a donor for promotional purposes, or moderate acts of hospitality, only if there are no additional costs to the College.
- 3.3 Gifts of substantial value (exceeding \$300) must not become personal property. They should either be politely refused or become the property of Oakhill College and the donor be advised accordingly. Where the gift has been accepted, this needs to be notified to the Principal and/or Deputy Principal for the purpose of recording in the College's Gift Register and for determination on the allocation and use of the gift.
- 3.4 Staff may win prizes of monetary value from another organisation in the course of their work. Staff winning prizes to the value of more than \$300 should notify the Principal and/or Deputy Principal for recording in the College's Gift Register and for determination on the allocation and use of the prize.
- 3.5 If the College and/or staff member is offered a bribe (i.e. anything given in order to persuade a person to act improperly) it is to be declined and an explanation given as to why it is not appropriate, and immediately report the matter to their line manager. Any attempt to bribe a staff member, or the acceptance of a bribe, is against the Code of Conduct of the College.
- 3.6 All senior managers as well as other staff, who are entrusted with making decisions or are in a position to influencing a decision affecting individuals or organisations through staff selection, enrolment decision, rendering of fee accounts, tender selection, or disciplinary processes, should be aware of any improper attempts to influence their decision. Offers of gifts, benefits (of exceeding \$300) from individuals or companies who are competing for contracts, who have existing contracts or who are likely to seek new contracts, should be refused with an explanation that this would be contrary to College's policy and guidelines and could jeopardise their future dealings with the College.

- 3.7 From time to time staff members receive invitations to attend conferences, seminars and other promotional hospitality, sporting and entertainment activities. Before accepting the invitation, the following probity issues should be considered:
- a. Would the acceptance of the offer imply some actual or perceived obligation on part of the College towards that organisation?
  - b. Does the commercial organisation gain or expect some immoral or unfair commercial advantage?
  - c. Could it be perceived by other competitors as unfair advantage?

If any consideration a-c above is likely to occur the invitation is to be declined. If in doubt, staff are directed to discuss the matter with the Principal, Deputy Principal or the Bursar & Operations Manager.

- 3.8 Staff are not to offer gifts and benefits of more than a nominal value to other staff members or external parties. Any exception to this rule requires prior approval from the Principal and registration of such gifts on the College Gift Register.

In any situation above involving the Principal, he/she is to seek discussion with the Chair of the Board.

#### **4. Policy Review**

The College Principal is to ensure that this Policy is monitored and reviewed to ensure it is up to date with all legal requirements and legislative changes and reviewed according to the policy review schedule.

#### **5. Explanatory Notes**

#### **6. Related Policies, Procedures and Support Documents.**