

GIFTS, BENEFITS AND HOSPITALITY POLICY

Hume Valley School has:

- Established a process to ensuring that all staff and school council members are advised of the policy requirements
- Establish a gift register to keep records of accepted gifts, benefits and hospitality of more than nominal value.

Accepting gifts, benefits and hospitality

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 Department or school, or the donor person or organisation is the subject of, or affected by, a decision within the Department or school's discretionary power or significant influence;
- the person, company or organisation is in a contractual relationship with the Victorian Government or 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 Department or 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. **Benefits and hospitality in relation to for-profit organisations sponsoring conferences or industry tours should generally be declined, unless reasons why there is no conflict of interest or apparent conflict of interest or improper influence can be demonstrated. However, if attendance at the conference or industry tour is in the public interest, then the Department or school should consider paying for the travel and accommodation.**

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 organisation's primary purpose is to lobby Ministers, Members of Parliament or agencies.
- 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.

Keeping gifts

- Employees and School Councillors may keep token gifts (under \$100) such as a box of chocolates, for the work they have done.

The current DET Gifts, Benefits and Hospitality policy and guidelines can be accessed at:

<https://www.education.vic.gov.au/school/principals/spag/governance/Pages/gifts.aspx>

EVALUATION:

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

REVIEW CYCLE

Ratified by School Council:	February 2020
To be Reviewed:	February 2021