



# GIFTS

## POLICY



### **Rationale:**

- The giving and receiving of gifts are common place in schools; however, both need to be managed sensitively with no conflict of interest or improper influence. Both need to comply with Australian Taxation laws, and neither must compromise the good name of the school.

### **Aims:**

- To ensure the giving and receiving of gifts result in positive experiences that enhances the school and its relationships with others.

### **Implementation:**

- Gifts given by the school are generally of little monetary value and usually consist of small school mementoes, or other inexpensive items of sentimental value.
- Do not solicit gifts, benefits or hospitality.
- Refuse all offers of gifts, benefits or hospitality from people or organisations about which they are likely to make decision, i.e. tender processes, procurement, licensing or regulation, etc.
- Refuse all offers of money or items easily converted to money, such as shares.
- Refuse bribes and report bribery attempts to their Business Manager/Principal.
- Seek advice from their manager/principal or other appropriate delegate if unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value.
- The school may also accept gifts or donations. These may be used by students in classroom activities or as prizes for school fundraising events.
- Gifts or donations are not to be linked to expectations of favourable service by the school, and are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school's good name into disrepute.
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- All gifts and donations with a cumulative value greater than \$100 will be recorded on the Gift Declaration Register (sample form attached) and will be reported to School Council.
- Additional information can be obtained in the DET Gifts, Benefits and Hospitality Policy and Guidelines for Department Employees in the Public Service and Teaching Service, School Council Employees and School Councillors.

### **Evaluation:**

- This policy will be reviewed annually.

This policy was last ratified by School Council

Aug 2014

