

What do we need to do?

We need to ensure that:

- ✓ all gifts, benefits and hospitalities exceeding the value of \$250 must be recorded in the Gifts, Benefits and Hospitality Register (Australia Post) or a Gifts, Benefits and Hospitality form completed (subsidiaries), whether they be accepted or declined
- ✓ gifts, hospitality or entertainment must not influence or be perceived to influence business decisions
- ✓ no cash or cash-like gifts are to be accepted, and
- ✓ good judgement must be exercised in determining if a gift, hospitality or other benefit could cause prejudice or favouritism.

Gifts and benefits are items of material value including direct payment (e.g. money) and payment in kind such as shares, securities and gift vouchers. Hospitality includes meals, travel, accommodation and entertainment.

● \$250? → Record it

Our goal

We will exercise good judgement to determine if a gift, hospitality or other benefit could cause prejudice or favouritism. This includes whether the item could be reasonably interpreted by others as an inducement, placing us under obligation to the donor.

Have you been offered a gift?

Review the Groups, Gifts and Hospitality policy to find out what is acceptable.

What do you need to do?

If you receive a gift...

Sometimes it can feel like people are trying to influence you at work with gifts. You must report any instance of a gift, hospitality or other benefit being offered as an inducement to your line manager.

We will follow a formal disciplinary process for those who breach this policy by failing to record the acceptance or declining of gifts, benefits or hospitality.

