

Gifts, Benefits and Hospitality Policy

RATIONALE

School employees and school councillors are to maintain high standards of integrity and not accept gifts, benefits or hospitality from people seeking to influence their decisions unfairly. All staff and school council members must be aware of the requirements of this Policy. When gifts are accepted the recipients must act fairly and objectively, and maintain public trust by being honest, open and transparent.

GUIDING PRINCIPLES

1. Do not solicit gifts, benefits or hospitality.
2. Refuse all offers of gifts, benefits or hospitality from people or organizations which may influence decision making (eg tenders, licencing etc).
3. Refuse all offers of money or items easily converted to money (eg. Shares).
4. Refuse bribes and report bribery attempts to their manager/principal.
5. Under limited circumstances gifts of value between \$100-\$500 may be accepted subject to the documented approval by school council or their Deputy Secretary.
6. Offers and acceptance of a gift worth more than \$100 must be formally registered on the school's gift register. The register is monitored by the principal and reviewed annually by school council.
7. Gifts of \$500 or more must be surrendered to the school under all circumstances.
8. Employees and school councillors may accept token gifts (eg bottle of wine) for the work they have done.

Details of the policy can be found at -

http://www.education.vic.gov.au/edulibrary/public/schadmin/standards/Gifts_Benefits_hospitality_policy.pdf

REVIEW

The policy will be reviewed in 2013.