

Pol_151	<h2 style="margin: 0;">Giving and receiving gifts</h2>
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The Life Choice Code of Conduct requires that all staff demonstrate the organisation’s commitment to treating all people and all organisations with who we come into contact or conduct business with impartially. Our staff will demonstrate the highest standards of ethics and conduct in all matters when dealing with (existing and potential) Board Directors, employees, participants, contractors, vendors and suppliers and any individual or organisation they come into contact with.

To demonstrate our commitment to the standards and behaviour, all staff must abide by the following no-gift policy requirements. Any exceptions to the gift policy may be made only with the permission of the Chief Executive Officer and Chairman of the Board

<b>Record of policy development</b>		
Version	Date approved	Date for review
2020/2		

<b>Responsibilities and delegations</b>	
This policy applies to	All staff, Board members, volunteers, contractors
Policy approval	Board of Directors

<b>Policy context</b> – this policy relates to:	
Standards	<u><a href="#">NDIS practice Standards and Quality Indicators 2018</a></u>
Legislation	<u><a href="#">Privacy Act 1988</a></u> <u><a href="#">Privacy and Personal Information Protection Act 1988</a></u>
References	<u><a href="#">Australian Privacy Principles</a></u>
Organisation policies	Code of Conduct Conflict of Interest policy Conflict of Interest Declaration Conflict of Interest Register Privacy and Confidentiality Agreement
Forms, record keeping, other documents	

**Policy**

No gifts of any kind that are offered by existing or potential participants, vendors, suppliers, or any other individual or organisation – no matter the value-will be accepted by any staff member, at any time, on or off the work premises.

By “gift”, Life Choice means any item including pens, hats, t-shirts, mugs, calendars, bags, key chains, portfolios and other tchotchkes as well as items of greater value.

This no-gift policy includes vendor or potential vendor or supplier -provided food, beverages, meals or

entertainment such as sporting events.

This no-gift policy includes any business courtesy offered such as a product discount or any other benefit that is not extended to all staff.

### **Gift policy exemptions**

Exempted from this policy are gifts such as pens, t-shirts, trade show bags and all other tchotchkes that employees obtain, as members of the public, at events such as conferences, training events, seminars and trade shows, that are offered equally to all members of the public attending the event.

This includes attendance at and food, beverages and tchotchkes provided at events, exhibitor trade show floor locations, press events and parties funded by conference or event sponsors.

Exempted are cards, thank you notes, certificates or other written forms of thanks and recognition.

Exempted are food, beverages and moderately priced meals or tickets to local events that are supplied by and also attended by current participants, partners, suppliers and vendors in the interest building positive business relationships.

Small gifts to the value of less than \$100 may be considered exempt if declared to the Leadership Team.

All gifts will be logged on the Declared Gifts Register and outcome noted.

### **Informing of this policy**

All staff are expected to professionally inform existing or potential participants, vendors, suppliers, or any other individual or organisation of this no-gift policy and the reasons Life Choice has adopted the policy. Staff will request that the policy is respected and no gift is purchase or delivered to Life Choice at any time, for any reason.

## **Procedures**

### **Actions for Gift Receipt**

If an employee or department receives a gift:

- If feasible, the gift is returned.
- If not feasible to return the gift, the gift must be raffled off to all employees. Proceeds from the raffle will be donated to a charity that the Board has identified for the calendar year. If employees are uninterested in the raffled item, the gift will be donated to a designated charity.
- Plants or flowers will be displayed in reception, or at another central location where all employees may enjoy their presence.
- Gifts of food that may arrive during the holidays, and at other times of the year when gift-giving is traditional, belong to the entire staff even if addressed to a single employee.
- Under no circumstances may an employee take a food gift home. Food gifts must be shared with and distributed to all staff, with email notification, during work hours, in central, worksite locations.
- Gifts to the value of less than \$100 which the employee wishes to keep must be declared to the Leadership Team for consideration. Such gifts will be logged on the Declared Gifts Register

*End of document*

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