

Date: August 2007

Reviewed: October 2013

TOPIC: 5.15 Gift Receiving Policy

Rationale

The intention of this policy is to protect employees by eliminating the perception of influence that may be associated with accepting gifts. There is no intention to deny the opportunity for clients to express their thanks for services they have received.

Purpose

To be aware of the potential for conflict of interest that may affect the impartiality, judgement or effectiveness of staff in associations with clients particularly in the negotiation of supplier contracts or enrolment preferences.

Guidelines

1. Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.
2. If gifts received are valued at under \$100, then the recipient may keep the gift.
3. If the gift is substantial and arises from an employee's role within the College then the gift remains the property of the College. The recipient must advise the Headmaster of the gift. The gift will be given to the school to use unless the Headmaster agrees to an exception to this policy.