

<b>Policy Title:</b>	<b>Acceptance of Gifts by ECU Staff</b>
<b>Policy Owner:</b>	Director, Strategic and Governance Services Centre
<b>Keywords:</b>	Staff, Gifts, Donations, Conflicts of Interest, Administration
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## 1. INTENT

The intent of the policy is to provide directions for ECU staff in the event they are offered Gifts by internal or external parties.

## 2. ORGANISATIONAL SCOPE

This policy applies to all University staff.

## 3. DEFINITIONS

TERM	DEFINITION
Conflict of Interest	Any conflict of interest, whether perceived, potential or actual and expressly includes whenever an offered Gift is intended to, or could conceivably be seen to, influence the staff member to act in a certain way, or prevent the staff member from performing their duties in a proper, appropriate and impartial manner.
Gift	Anything, tangible or intangible, from an external stakeholder which (1) is offered or given as a gift (2) confers any benefit or (3) involves entertainment of staff or those connected with staff and includes, but is not restricted to, complimentary tickets to events, airfares, accommodation, meals or beverages.
SGSC	Strategic and Governance Services Centre

## 4. POLICY CONTENT

### 4.1 Policy Statement

This policy outlines the responsibilities ECU staff have when offered Gifts, and details ECU's requirement to record Gifts accepted and declined by staff on the University's behalf.

## 4.2 Principles

4.2.1 Staff members must not accept a Gift if it could, having regard to the circumstances, be perceived that the acceptance of the Gift, is intended to or is likely to cause that person to:

- a. act corruptly or corruptly fail to act in the performance of their duties;
- b. take advantage of their employment to obtain a benefit for themselves or for another person or to cause a detriment to any person;
- c. engage in conduct that:
  - i. adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of the University or a University employee;
  - ii. constitutes or involves the performance of his or her functions in a manner that is not honest or impartial;
  - iii. constitutes or involves a breach of the trust placed in the employee by reason of their employment by the University; or
  - iv. involves the misuse of information or material that the employee has acquired in connection with his or her functions as an employee, whether the misuse is for the benefit of the employee or the benefit or detriment of another person,

unless there are exceptional circumstances which have the express approval of the Director, SGSC.

4.2.2 Staff must not accept monetary Gifts such as cash or items easily converted to cash for example cheques, shares or money orders.

4.2.3 Staff must not accept any Gift which involves the direct deposit of funds into a bank account.

## 4.3 Procedures

### 4.3.1 Accepting Gifts

As a general rule Gifts valued at \$100 or less are considered nominal. Staff may accept nominal Gifts provided that they will not be, or will not be perceived to be, compromised as a result. If staff are in doubt about whether there could be any Conflict of Interest in them being offered or accepting the Gift they should register the Gift in the ECU Gifts Register as described in paragraph 4.3.2. The [Conflicts of Interest Policy](#) provides further guidance on conflicts of interest.

#### a. Accumulation of Gifts

Staff receiving more than one (1) Gift from the same supplier or person within a twelve (12) month period, are required to register the Gifts in the ECU Gifts Register as described in par 4.3.2 even though the individual Gifts may be valued at \$100 or less.

#### b. Declined Gifts

Staff may decline nominal Gifts valued at \$100 or less without registering them in the ECU Gifts Register unless staff have been offered more than one (1) Gift within a twelve (12) month period from the same supplier or person, in which

case staff have to register the Gift in the ECU Gifts Register as described in par 4.3.2.

Staff declining Gifts valued at more than \$100 are required to register the Gifts in the ECU Gifts Register as described in par 4.3.2.

c. Future dated Gifts

If the intended Gift involves a benefit or promise at a future date, staff are required to register the Gift in the ECU Gifts Register as described in par 4.3.2 at the time the donor provides written or verbal confirmation of the future benefit or promise.

#### 4.3.2 Procedure for Registering Gifts

The University maintains a Gifts register to record all Gifts. The onus is on a staff member to lodge a declaration with SGSC about any offered Gift within five (5) days of being offered the Gift and in accordance with all requirements of the form prescribed by SGSC. If the staff member cannot truthfully complete the declaration then they must not accept any Gift offered.

The Gifts Declaration is located on the SGSC (Legal and Integrity) web page: [Acceptance of Gifts by ECU Staff](#).

SGSC (Legal and Integrity) is responsible for recording the Gifts Declaration and any related documents on the ECU Gifts Register.

## 5. Monitoring and Compliance

SGSC will periodically review and analyse the contents of the ECU Gifts Register to establish trends and assess whether or not Gift recipients have been improperly influenced in the making of discretionary decisions.

## 6. Related Documents:

Other documents which are relevant to the operation of this policy are as follows:

- Conflicts of Interest Policy ([Conflicts of Interest Policy](#))
- ECU Code of Conduct ([ECU Code of Conduct](#))
- Fraud and Misconduct Prevention and Management Policy ([Fraud and Misconduct Prevention and Management Policy](#))
- Fraud and Misconduct Prevention and Management Guidelines ([Fraud and Misconduct Prevention and Management Guidelines](#))

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Strategic and Governance Services Centre
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## 8. APPROVAL HISTORY

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