

<b>Policy Title:</b>	<b>Acceptance of Gifts by ECU Staff</b>
<b>Policy Owner:</b>	Director, Risk and Assurance Services Centre
<b>Keywords:</b>	Staff, Gifts, Donations, Conflicts of Interest, Administration
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[Intent](#)  
[Organisational Scope](#)  
[Definitions](#)  
[Policy Content](#)  
[Accountabilities and Responsibilities](#)  
[Related Documents](#)  
[Contact Information](#)  
[Approval History](#)

## 1. INTENT

The intent of the policy is to provide guidance 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
Benefit means	Benefits relate to preferential treatment, privileged access, favours or other advantages.
Conflict of Interest means	In relation to this policy, occurs when the 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 means	In the context of this policy, something given as a present or benefit, or an act of hospitality.
Hospitality means	Relates to being entertained by stakeholders, conference delegates and other individuals and includes, but is not restricted to, complimentary tickets to events, airfares, accommodation and/or substantial meals and beverages whether or not they are served as part of an event.
RASC means	The Risk and Assurance 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 As a general rule, staff members should 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.

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

4.2.3 Staff shall not accept gifts which involve the direct deposit of funds into a bank account.

## 4.3 Procedures

### 4.3.1 Accepting Gifts

As a general rule gifts valued at \$200 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 a perceived conflict of interest in them receiving 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 1 gift from the same supplier or person 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 \$200 or less.

#### b. Declined Gifts

Staff may decline nominal gifts valued at \$200 or less without registering them in the ECU Gifts Register unless staff have been offered more than 1 gift 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 \$200 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 required to be registered by this Policy. The onus is on a staff member to lodge a Gifts Declaration with their supervisor about an accepted or declined gift as required by this Policy within 5 days of accepting or declining the gift. The Gifts Declaration must state that the staff member has not undermined or compromised their responsibilities as a staff member of ECU. If the staff member cannot truthfully complete the declaration; they should not accept any gift offered.

The Gifts Declaration is located on the RASC web page: [Acceptance of Gifts by ECU Staff](#). It is the responsibility of the staff member and their supervisor to ensure that the relevant information is forwarded to RASC within 5 days of the staff member completing the Gifts Declaration. RASC is responsible for recording the Gifts Declaration and any related documents on the ECU Gifts Register

## 5. Monitoring and Compliance

RASC 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:

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**8. APPROVAL HISTORY**

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