

# GIFTS, BENEFITS AND HOSPITALITY POLICY

## **Rationale:**

The Cranbourne West Secondary College Gifts, Benefits and Hospitality Policy ensures College compliance with the DET Victoria Gifts, Benefits and Hospitality Policy.

The Policy contributes to the College's capacity to appropriately manage matters of conflicts of interest and to maintain high standards of integrity and public trust. In adhering to the Policy, staff will conduct themselves appropriately in circumstances of either receiving or providing offers of gifts, benefits or hospitality.

## **Objectives:**

- To establish minimum accountabilities in relation to the receipt and distribution of gifts, benefits and hospitalities
- To establish a clear process for all staff in relation to the receipt and distribution of gifts, benefits and hospitalities
- To establish a clear process for all staff in relation to record keeping in relation to the receipt and distribution of gifts, benefits and hospitalities.

## **Guidelines:**

- All staff will comply with the DET Victoria Gifts, Benefits and Hospitality Policy (Appendix A), with particular reference to the Minimum Accountabilities detailed on Page 4 of the document
- Declare all Non-Token (as defined in the DET Policy) offered using the DET Declaration Form (Appendix B) and submit to the College Business Manager to be included on the College Gifts, Benefits and Hospitality Register
- The maintenance of the Gifts, Benefits and Hospitality Register will come under the responsibility of the Business Manager
- Staff may seek clarification in relation to the DET Victoria Gifts, Benefits and Hospitality Policy from the Business Manager or PCO in charge of College Policy
- If a member of staff is unsure about the receipt or distribution of a gift, benefit or hospitality, they are to use the G.I.F.T test (Appendix A, Page 7) or the H.O.S.T test (Appendix A Page 9) or seek advice from the Business Manager prior to the receipt or distribution of said gift, benefit or hospitality.

## **Evaluation:**

The effectiveness of this policy will be reviewed as part of the College's four year review cycle.