


# STANDARD OPERATIONAL POLICY AND PROCEDURES



<b>TOPIC</b>	Gifts, Benefits and Hospitality – SOPP 20.25		
<b>RESPONSIBILITY</b>	All Areas		
<b>AUTHORISATION</b>	Director of Finance		
<b>SIGNED</b>		<b>DATE</b>	03/12/2021
<b>VERSION</b>	1.6	<b>LAST REVIEWED</b>	November 2021
<b>EFFECTIVE</b>	November 2010	<b>NEXT REVIEW</b>	November 2022

## 1. PURPOSE

The Victorian community trusts that public sector employees will perform their duties impartially. The personal interests of employees must not conflict with their public duty. Accepting gifts can give the impression that an employee will favour a particular person or organisation when making decisions or taking action.

This policy will outline East Grampians Health Service (EGHS) employees' responsibilities in relation to gifts, benefits or hospitality.

## 2. POLICY OUTCOMES

EGHS employees shall:

- Respond to offers of gifts benefits and hospitality in accordance with the Code of Conduct for Public Sector Employees.
- Refuse all monetary gifts. Any monetary gifts, unable to be refused, will be surrendered to the Chief Executive.
- Report any other type of gift, benefit or hospitality of more than nominal value to the Chief Executive.

Breaches of this policy could constitute a breach of binding codes of conduct and result in disciplinary action.

## 3. DEFINITIONS

**Benefits** are the preferential treatment, privileged access, favours or other advantage offered to an employee. They include invitations to events, access to discount or loyalty programs or promises of a new job. While the value in dollars may be difficult ascertain, they may be highly valued by the intended recipient and therefore used to influence their behaviour.

**Hospitality** is the friendly reception and treatment of guests. Hospitality can range from the offers of light refreshment during a meeting, to restaurant meals and sponsored travel and accommodation.

**Monetary Gifts** are gifts of cash money or any item that can be easily converted into cash, such as cheques, shares or other financial instruments.

**Reportable gifts** are those that must be recorded on a gift register. Reportable gifts include gifts, benefits and hospitality that exceed a nominal value regardless of whether the gift was



accepted or not. The gift may have been offered to an employee directly or extended to them as a guest of their partner or other close relation.

**Nominal value** refers to the value of a gift offer. At EGHS, a non-monetary gift valued at less than \$50 is considered of nominal value. A monetary gift of any value is considered to be above nominal value.

**Procurement** is the purchase of something usually for a company, government or other organisation.

## 4. PROTOCOLS

### 4.1 Responsibilities of Employees

- Employees must not solicit gifts, benefits or hospitality.
- Employees must refuse all offers of monetary gifts. If for whatever reason the monetary gift cannot be refused, the monetary gift **shall** be surrendered to the Chief Executive regardless of its value.
- Employees must refuse all offers of gifts, benefits or hospitality of more than nominal value that could be reasonably perceived as undermining the integrity of EGHS or of themselves. If a gift, benefit or hospitality of more than nominal value for whatever reason cannot be refused it will be reported to the Chief Executive and placed on the Gift Register. The Chief Executive will determine if a gift, benefit or hospitality is to be surrendered and become the property of EGHS.
- Employees must refuse all offers of gifts, benefits or hospitality from people or organisations about whom they are likely to make decisions involving tender processes, procurement, enforcement, licensing or regulation.
- Employees must report any reportable gifts to the Chief Executive whether accepted or not.
- Employees must report multiple offers of gifts from the same source regardless of value to the Chief Executive.
- Employees must refuse bribes and report any bribery attempt to the Chief Executive.
- If unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value, seek advice from your manager, the Director of Finance or the Chief Executive.
- To report or surrender a gift to the Chief Executive a [Gift Declaration – 20.24.00](#) should be completed. The completed form should be forwarded to the Chief Executive.

### 4.2 Responsibilities of the Chief Executive Officer

- The Chief Executive will ensure that records are kept of all gifts, benefits and hospitality (whether accepted or not) of more than nominal value including multiple offers from the same source and those such records are subject to regular scrutiny, including annual review by the audit committee.
- Records will be kept on the EGHS Reportable Gift Register.
- The Chief Executive will determine if reportable gifts, benefits or hospitality shall be surrendered to EGHS.
- All bribery attempts will be reported to the Board of Management and to Victoria Police (if appropriate).

## 5. REFERENCE

National Safety and Quality Health Service Standards – Standard 1  
Aged Care Quality Standard 8  
Code of Conduct for Victorian Public Sector Employees  
SSA Gifts Benefits and Hospitality Framework 2010  
Public Administration Act 2004

## 6. RELATED DOCUMENTS

[Gifts, benefit and hospitality policy guide \(formerly framework\)](#)

[Conflict Of Interest – SOPP 20.23](#)

[Financial Code of Practice – SOPP 20.20](#)

[Gift Declaration – 20.24.00](#)

### **Victorian Treasury and Finance**

[DTF Gifts, Benefits and Hospitality Policy – August 2020](#)

[Gift Benefit and Hospitality Register 2019 - 2020](#)