



## Policy on Accepting and Providing Gifts

**Major Changes to this document:** Rebrand.

### 1.0 Overview and Purpose

Sometimes in the course of our work gifts may be offered to staff out of gratitude for the work that they have done. Other times volunteers want to give a small gift to the client in the form of friendship and welcome to their new homeland.

Gifts may also be offered (or may be seen to have been offered) as a form of influence and/or to gain preferential treatment. In these circumstances, acceptance of a gift may result in a conflict of interest if it gives rise to a real or perceived sense of obligation to the gift giver and/or compromises impartiality and honest decision making.

The purpose of this policy is to enable staff and volunteers to identify:

- a) when they are able to accept gifts;
- b) in what circumstances gifts should be declined; and
- c) when is it appropriate for a volunteer to give a gift to the client.

### 2.0 Definitions

A gift or benefit is defined as something which has a monetary/financial value or worth and/or provides some other form of advantage or privilege to the person receiving it. Examples may include presents provided to staff by clients or suppliers, gift vouchers, a meal at a restaurant, tickets to a sporting event etc.

### 3.0 Policy Statement

Staff, Directors, and volunteers may accept gifts of up to approximately \$25.00 in value where these have clearly been offered in gratitude for the work that they have done, and provided that these are not financial gifts (including gift vouchers) and/or gifts that are offered on a regular basis.

Volunteers may give the client a gift to the value of \$10.00 (from their own funds) where it is clear that the gift is offered in terms of friendship or as a welcome to their new homeland.

All gifts **received** must be declared in writing (by email) to the staff member's line manager or, in the case of Directors, to the Chair of the Board identifying:

- The recipient of the gift
- The provider of the gift
- The date the gift was received
- A brief description of the gift, and the
- Approximate value of the gift.

Where staff, Directors or volunteers are offered gifts of over \$25.00 in value, these should be declined unless to do so would cause embarrassment or offence to the provider of the gift. In this case, the staff member may accept the gift on behalf of Multicultural Australia, and the Executive Management Team (or in the case of a Director, the Board) will decide on the best use of the gift.

### 4.0 Related documents

- [Code of Ethics and Conduct](#)

## 5.0 Principles underpinning the policy

Our staff, Directors, volunteers and contractors:

- Must not intentionally seek gifts or benefits for themselves or for anyone associated with them, e.g. their friends, community or family members.
- Must not accept any gift or benefit of any value that may create (or be perceived to create) a conflict of interest, e.g. a gift offered by someone that is tendering for work with us or bidding to supply a service to us.
- Must make it clear to clients, suppliers and other stakeholders that gift giving is not necessary and is not encouraged by the organisation.
- Must not be influenced in their decision-making, objectivity or impartiality by any gift or benefit that is offered or received.
- Must not accept **any financial or monetary gifts of any value, including vouchers**, in relation to their work. Any financial gifts or vouchers received must be declared and receipted by a member of the Finance Team as a donation to us.
- Must not accept gifts that are offered on a regular basis, e.g. regular invitations to lunch that are paid for by a stakeholder.
- Where staff are offered gifts by clients and/or are regularly invited to take lunch or morning tea with clients in their own homes, they should use this as an opportunity to talk with clients about conflicts of interest, in the context of Australian workplace culture, and simply explain our policy and why it exists.
- Should not give gifts to clients above the value of \$10.00 other than in the form of friendship or welcome to their new homeland.

## 6.0 Scope of Policy

This policy applies to Multicultural Australia Directors, paid staff (including casual workers), contractors and volunteers where a gift or other benefit is offered by a Multicultural Australia stakeholder as a direct result of work for, with or on behalf of us.

Stakeholders may include clients, funders, partners, sponsors, suppliers and any other person or group that has, or may have, a relationship with us.

This policy does not apply to gifts given between staff members and/or that are given to staff by or on behalf of us.

This policy also does not apply to financial/monetary donations to us and/or to donations in kind. All donations to Multicultural Australia must be properly receipted by a member of the Finance Team.

## 7.0 Implementing the policy and monitoring compliance

We will provide information, training and support to staff, volunteers, Directors and others, as appropriate, to ensure that they have the knowledge and skills required to comply with and implement this policy and any related procedures.

Information and training may be provided internally, e.g. through induction training, organisational updates, staff meetings etc. Records of attendance will be kept where internal information or training sessions are held.

Compliance with the policy and related procedures will be monitored by the Executive Management Team.

## 8.0 Evaluation/Review

This policy will be reviewed not less than every two years to ensure its effectiveness. The policy may be reviewed more frequently in the event of major changes to contractual obligations and/or relevant legislation.