

Title: Receipt of Gifts
Policy Number: 7.16, 1.4.0
Other related Policy(s):



Responsibility: Chief Executive Officer

Version Number & Date:
14 – January 2018

1.0 OBJECTIVES AND SCOPE

1.1 To ensure that the organisation has documented policies and procedures for the receipt of gifts, benefits or hospitality.

Public sector employees have a responsibility to behave with integrity and impartiality; this includes responding appropriately to offers of gifts, benefits (defined to include bequests or legacies) and hospitality.

2.0 RESPONSIBILITY AND AUTHORITY

2.1 The Chief Executive Officer is responsible for ensuring appropriate policies and procedures are in place for the receipt of gifts, benefits and hospitality including:

- the establishment and regular review of policies and processes that respond to offers of gifts, benefits and hospitality, including multiple offers from the same source;
- the establishment and regular review of policies and processes to provide guidance on the provision of gifts or hospitality, both internally to staff and externally to business partners and other stakeholders;
- promulgating and establishing awareness and compliance with gifts, benefits and hospitality policies from all members of the organization;
- reinforcing to all members of the organization that breach of gifts, benefits and hospitality policies could constitute a breach of binding codes of conduct and result in disciplinary action;
- ensuring that the 'Gifts, Benefits and Hospitality Register is maintained of accepted gifts, benefits and hospitality of more than \$50 and that this register is subject to regular scrutiny, including review by the organization's Audit & Risk Management Committee;
- ensuring that hospitality expenditure is recorded and reported in accordance with whole of government financial management, accountability and reporting requirements.

2.2 Executive Staff and Heads of Department are responsible for:

- ensuring that any gift or hospitality is provided for a business purpose in that it furthers the conduct of official business or other legitimate organizational goals, or promotes and supports government policy objectives and priorities;
- ensuring that any costs are proportionate to the benefits for the organization and would be considered reasonable in terms of community expectations;
- ensuring that when hospitality is provided, individuals demonstrate professionalism in their conduct, and uphold their obligation to extend a duty of care to other participants.

2.3 All staff are responsible for ensuring that this policy and procedure is adhered to and for reporting any gifts, benefits or hospitality offers over the value of \$50 to the Chief Executive Officer. Also, and in relation only to their employment at Mansfield District Hospital, all staff are required to immediately report to the Chief Executive Officer any advice of the intention to leave, or receipt of, a bequest or legacy. This may be left as part of a Will or Estate of a patient, client or resident of the organisation.

3.0 PROCEDURE

3.1 Staff will work in accordance with Code of Conduct for Victorian Public Sector Employees.

All staff are required to read, sign and work in accordance with the Organization's 'Financial Code of Practice' which details the expected requirements for the receipt of gifts, benefits and hospitality.

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The following minimum requirements are expected of all staff in relation to this policy:

1. Do not solicit gifts, benefits or hospitality.
2. Refuse all offers of gifts, benefits or hospitality that could be reasonably perceived as undermining the integrity and impartiality of the organization or themselves.
3. Refuse all offers of gifts, benefits or hospitality from people or organizations about whom they are likely to make decisions involving:
 - tender processes
 - procurement
 - enforcement
 - licensing
 - regulation
4. Refuse all offers of money or items easily converted to money, such as shares.
5. If gift cards are provided as part of a rewards program after tender as occurred, these must be registered on the gift card register. This will include documentation on how card was spent and by whom.
6. Refuse bribes and report bribery attempts to the Chief Executive Officer or delegate and to Victoria Police.
7. If unsure how to respond to an offer of a gift, benefit or hospitality of more than nominal value, seek advice from the Chief Executive Officer.

Minor gifts (i.e. chocolates) may be accepted upon the approval of the Registered Nurse in Charge and should be shared amongst other relevant members of staff.

All other personal gifts are to be discouraged. Where a resident or a relative wishes to offer a gift or money to the Organization for use by the Organization and other residents, then this must be referred to the Chief Executive Officer.

- 4.0 All monetary donations are to be forwarded to the general office for receipting and entry onto the donations register. All monetary gifts over the value of \$50 are to be entered on the 'Gifts, Benefits and Hospitality Register'.

All gifts over the value of \$50 must be reported to the Chief Executive Officer and registered by the Chief Executive Officer on the 'Gifts, Benefits and Hospitality Register' (located on the G drive folder called Gift Registry).

4.1 **RECORDS**

- 5.0 Code of Conduct for Victorian Public Sector Employees
MDH Financial Code of Practice
Gifts, Benefits and Hospitality Register (*Form 50*).

5.1 **NON CONFORMANCE**

Should any aspects of this procedure not be implemented as described, for any reason, then the non-conformance procedure must be followed.

Reference: Victorian Public Sector Commission: *Gifts, Benefits & Hospitality Framework* — revised October 2016

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