

## **Gift Policy**

It is the Policy of St Chads Communication Centre Trust to ensure transparency by staff and volunteers when receiving gifts in the course of their duties. St Chads recognises that token gifts of appreciation and those that might compromise the recipient are often not easily defined but, as a general rule, a gift should not be accepted where it could be seen by others as an inducement or a reward that might place St Chads under an obligation. Under no circumstances may gifts be exchanged for cash or non-cash goods, works and/or services be received, or seen to be received, by staff, volunteers, their partners or family for private use.

We will do this by providing guidelines on what constitutes a gift and for the receiving of gifts for St Chads and its employees and volunteers and by keeping a gift register.

This Policy is for the benefit of Staff and Board.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

### Guidelines:

1. As a general rule, staff and volunteers should not accept hospitality and/or corporate gifts in excess of \$100 and can only be accepted with the General Manager's (GM's) prior approval or in the case of the GM, the Chairperson of the Board's approval. This includes awards, prizes, scholarships or similar.
2. The following items *do not constitute a 'gift'* and can therefore be accepted by a staff member without consideration of the dollar amount:
  - 2.1 Items exchanged among officials and employees or a social event hosted or sponsored by an organisation for co-workers;
  - 2.2 Payments by a governmental or non-governmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in an official capacity. Reasonable expenses are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event;
  - 2.3 Payment of enrolment and course fees and reasonable travel expenses attributable to attending seminars and educational programs sponsored by a bona fide government or non-profit professional, educational, trade or charitable association or institution. Reasonable expenses are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event;
3. The following items *are gifts* but that may be accepted by individual staff members through approval of the General Manager.
  - 3.1 Unsolicited flowers, plants and floral arrangements or low value perishable items;
  - 3.2 Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
  - 3.3 Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento or similar item;
  - 3.4 Informational material, publications, or subscriptions related to the recipient's performance of official duties;
  - 3.5 Food and beverages consumed at hosted receptions where attendance is related to the employee's official duties;
  - 3.6 Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a supplier, wholesaler, civic, charitable, governmental, or community organisation;
- 4 Gifts received for St Chads:

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- 4.1 Gifts received by staff members should be accepted on behalf of St Chads and should be declared to the GM. In the case of the GM not being available, such gifts should be declared to the Chairperson of the Board
- 4.2 These gifts will be recorded in the gifts register (located at GM's Office) and then displayed or used for the benefit of St Chads, staff, employees or clients as determined by the GM or the Chairperson of the Board
- 4.3 The gifts register details the recipient, donor, value (if available), description and purpose of the gift
- 5 Koha is a gift, a token, or a contribution given on appropriate occasions made in the context of Maori custom, without any obligation for that recipient to provide something in return. It may be seen as offensive if this is not received appropriately. The following guidelines apply to Koha
  - 5.1 Koha must be unsolicited
  - 5.2 Koha should be properly accepted, declared to the GM as soon as practicable and recorded in the Gifts Register
  - 5.3 The GM, or in the case of the GM the Chairperson of the Board, shall decide on the treatment of Koha once received
- 6 A breach of this policy may be treated as serious misconduct

### **Supporting Documents**

- Code of Conduct
- Individual Employment Agreement
- Staff Handbook
- Gifts Register

### **Document Control Parameters:**

The provisions of this Policy supersede and replace all previous Gift Policies.

### **Policy Review:**

This Policy is to be formally reviewed every second year.

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| <b>Date ratified:</b> March 2016 | <b>Date reviewed:</b> June 2020 | <b>Next review:</b> June 2022 |
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