

Document name	Gifts & Benefits Policy
Applicability	National
Authorisation	Executive Team
Policy date	November 2011
Document version	V2

1. Purpose

Our Code of Conduct makes it clear that it is unacceptable to accept or solicit gifts and benefits that may be perceived as impairing our integrity. This Gifts & Benefits Policy establishes principles and procedures to add transparency to acceptance of gifts and or benefits. As a general rule, a principle of integrity applies where your supervisor is also aware that a gift or benefit has been provided.

2. Scope

This Policy applies to all staff, volunteers & contractors in Mission Australia and group entities.

3. Policy Statement

3.1 Cash

Under no circumstances is cash personally acceptable as a gift – all cash received must be banked as a donation to Mission Australia and the giver informed of this.

3.2 Token Gifts

These are acceptable as personal tokens of appreciation provided there is no inducement to act more favourably in the giver's interests in the future.

3.3 Supplier Prizes/Gifts

These are deemed to be inducements, cannot be accepted by an individual and must be treated as a donation to Mission Australia - sent to Great Heart Enterprises for sale OR informally and transparently raffled amongst staff, volunteers and contractors with all proceeds banked as a donation to Mission Australia.

3.4 > \$100 value

Politely decline the gift or benefit explaining that it is not permitted under our Gifts & Benefits Policy

OR

Treat the gift as a donation to Mission Australia by:

- Sending it to Great Heart Enterprises for sale, or
- Informally and transparently raffling the gift amongst staff, volunteers and contractors with all proceeds banked as a donation to Mission Australia.

3.5 >\$25 value

Notify your supervisor and register the gift or benefit in the Gifts & Benefits Register by sending an email to giftregister@missionaustralia.com.au stating:

- Date gift given
- Gift recipient's name
- Description of gift
- Gift giver's name
- Name of supervisor informed about the gift

3.6 Multiple Gifts & Benefits

Where multiple gifts under \$25 in value are provided within a year from the same source the values are to be aggregated and treated as one gift for the purposes of this Policy.

3.7 Promotional gifts

Promotional products can be distributed fairly and transparently amongst staff, volunteers & contractors and are not required to be included in the Gift & Benefits Register.

3.8 Conference Draw/Prizes

These may be kept by the individual as a boon to good fortune provided it cannot be seen as an inducement to attend future conferences by that provider. They are not required to be included in the Gift & Benefits Register though a recipient may elect to treat it in the manner of a gift > \$100 where the proceeds are a donation to Mission Australia.

4. Exceptions To This Policy

Other than CASH as described in Section 3 above, an exception to this policy may be granted by written approval from an Executive Leader. A 'blanket' approval cannot be granted. All such exceptions must be documented and recorded in the Gifts and Benefits Register as per Section 3 above.

5. Breach of Policy

Any breach of this Policy may result in disciplinary action that could result in dismissal.

6. Contacts

Integrity Line - 1800 021 673