



# Receiving Gifts & Hospitality

## Australian Education Union ACT Branch Policy

Policy Number	POL047	Version	2.0
Last Reviewed	11 March 2020	Next Review	11 March 2023

### PURPOSE

The purpose of this policy is to provide transparency in relation to the acceptance of gifts and hospitality to ensure that the Union's reputation, integrity and impartiality is not undermined. The policy acknowledges that gift giving as a form of appreciation is an accepted practice. The policy makes a distinction between practices that are acceptable in relation to receiving gifts and hospitality and those that are not permitted.

For the purpose of this policy, gifts and hospitality includes:

- all hospitality in the form of free or discounted accommodation, meals, or entertainment, including tickets to events
- any loans, gifts or money
- any other material benefit

### POLICY

- As employees and members of Branch Executive, gifts or offers of hospitality up to a value of \$100 may be accepted without any obligation to declare this.
- Gifts or offers of hospitality with a value in excess of \$100 must not be accepted.
- Any person unsure whether to accept or reject a gift or offer of hospitality must consult with the Branch Secretary (or if it is the Branch Secretary, with the Branch President). This includes instances where the value of the gift or hospitality is unknown or unclear.

### RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that employees and Branch Executive members are aware of this policy.

### RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.