



ECU Student Guild

GIFTS AND BENEFITS POLICY

POLICY TYPE	Operational
POLICY SUBTYPE	Human Resources
POLICY TITLE	Gifts and Benefits Policy
POLICY OWNER	Operations Manager

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1. INTENT

- 1.1. The purpose of this policy is to ensure that any offer of a gift or benefit is managed in a transparent manner to ensure sound, ethical practice, good governance, appropriate corruption prevention principles and effective risk management strategies.
- 1.2. The policy sets the ethical standards expected of all Employees, volunteers, contractors and Senators in relation to the management and registration of any offer of a gift/benefit to maintain the reputation and integrity of Edith Cowan University Student Guild and its Employees, volunteers, contractors and Senators.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Edith Cowan University Employees, volunteers and contractors and Senators

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Senate** means the duly elected student representatives of the Guild.

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.

- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees.
- 4.4. All Guild policies will be reviewed annually.

5. POLICY

- 5.1. Whilst a gift or benefit may be offered as a goodwill gesture for a job well done, it may also be offered as a subtle form of influence, and therefore, present a corruption risk to ECU Student Guild due to the potential it has to compromise and affect the impartiality and integrity of individuals.
- 5.2. In most circumstances, employees, volunteers, contractors and Senators are expected to refuse any offer of a gift / benefit. In circumstances where this is not possible, the gift/benefit should be registered and managed according to the standards set out in this policy.
- 5.3. It is important that employees do not require or request any additional rewards for performing their duties. Soliciting personal gifts/benefits is strictly prohibited under any circumstance.

5.4. Cash

- 5.4.1. Under no circumstances is cash personally acceptable as a gift – all cash received must be banked as a donation to Edith Cowan University Student Guild and the giver informed of this.

5.5. Token Gifts

- 5.5.1. Token gifts are acceptable as personal tokens of appreciation provided there is no inducement to act more favourably in the givers interests in the future.
- 5.5.2. Token gifts include items such as bottles of wine, notebooks etc.

5.6. Supplier Prizes/Gifts

- 5.6.1. These are deemed to be inducements and cannot be accepted by individuals.
- 5.6.2. All prizes/gifts of this kind must be treated as a donation to ECU Student Guild.
- 5.6.3. Supplier Prizes/gifts may be raffled amongst Employees, volunteers, contractors and Senate with any proceeds raised banked as a donation to ECU Student Guild.

5.7. Gifts exceeding \$50 value

5.7.1. Employees, volunteers, contractors and Senators are to politely decline the gift explaining that it is not permitted under the Gifts and Benefits policy.

Or

5.7.2. Treat the gift as a donation to ECU Student Guild and raffle the gift amongst Employees, volunteers, contractors and Senate with any proceeds raised banked as a donation to ECU Student Guild.

5.8. Promotional Gifts

5.8.1. Promotional products can be distributed fairly and transparently amongst employees, volunteers, contractors and Senators and are not required to be included in the Register of Gifts and Benefits.

5.9. Conference Draws/Prizes and Promotional Gifts

5.9.1. These types of gifts may be kept by the individual provided it cannot be seen as an inducement to attend future conferences by that provider. They are not required to be included in the Register of Gifts and Benefits, though the recipient may elect to treat it in the manner of a gift where the proceeds are donated to ECU Student Guild.

5.10. Register of Gifts and Benefits

5.10.1. All employees, volunteers, contractors and Senate are required to inform the Operations Manager of Gifts and Benefits received. The Operations Manager may make a determination as to the nature of the gift or benefit and how it should be treated under this policy. The Operations Manager must declare gifts and benefits to the Guild President.

5.10.2. The Operations Manager must email the Business Support and Finance Manager stating:

5.10.2.1. Date gift or benefit given;

5.10.2.2. Employee/Volunteer/Contractor/Senator (Gift Recipients) name

5.10.2.3. Description of gift or benefit

5.10.2.4. Gift giver's name

5.10.2.5. How the Guild will treat the gift. i.e. will the Employee, volunteer, contractor or Senator be permitted to keep the gift.

5.10.3. The Business Support and Finance Manager will record the details of the gift or benefit onto the Register of Gifts and Benefits.

5.11. Exceptions To This Policy

5.11.1. Other than Cash as described in section 5.4, an exception to this policy may be granted by written approval by the Operations Manager (Or the Guild President in relation to the Operations Manager). A 'blanket' approval cannot be granted. All such exceptions must be documented and recorded in the Register of Gifts and Benefits.

5.12. Breach of Policy

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

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">•
Related Procedure	<ul style="list-style-type: none">•
Other Related Documents	<ul style="list-style-type: none">• Register of Gifts and Benefits
Related Legislation	<ul style="list-style-type: none">•

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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