



Gifts, Benefits, and Hospitality Policy & Procedure

Version 1.0

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1. Purpose

The purpose of the Gifts, Benefits, and Hospitality (GB&H) policy and procedure is available for all staff to ensure AUSMASA acts with integrity and to demonstrate that AUSMASA is not influenced in the performance of our responsibilities as a Jobs and Skills Council (JSC). Following these GB&H procedures will:

- Provide transparency about the gifts and/or benefits that AUSMASA representatives provide or receive from external stakeholders.
- Protect AUSMASA representatives from engaging in dishonest behaviour that is or could be perceived as unfair or compromising the decision-making of the individual or company.
- Avoid compromising the integrity of AUSMASA or going against the AUSMASA Code of Conduct, the JSC Code of Conduct, or the JSC Integrity Framework.

2. Overview

The Gift, Benefit, or Hospitality (GB&H) policy underscores AUSMASA's commitment to ethical conduct, transparency, and compliance with legal and regulatory requirements. This policy defines what is a GB&H, outlines principles for responding to offers within value amount thresholds, and details the procedures for assessing, accepting, or refusing GB&H offers in a manner consistent with our ethical values. It also provides a Declaration Form to declare any GB&H valued over \$50, ensuring accountability and documentation for reporting. By adhering to this policy, we ensure the integrity of our organisation and maintain our dedication to upholding the highest ethical standards and avoid potential or perceived conflicts of interest.

3. Audience

This policy applies to AUSMASA's:

- Board
- Advisory Committees or Panels
- Sub-Committees
- Employees

4. Policy

4.1. What is a Gift, Benefit, or Hospitality?

Gifts, Benefits & Hospitality (GB&H) are examples of what may constitute an actual, potential, or perceived Conflict of Interest (COI) "where an individual has received any form of gifts, benefits or hospitality that could, or could be seen to, compromise the individual's decision-making."

Example definition:

A Gift or Benefit is any item or service accepted by an employee from clients, customers (including potential clients and customers) or other associates in the course of their official duties. This includes any service or item received by the family of an employee where there is a clear link with the employee's official duties (Source OAIC <http://www.oaic.gov.au>)

Hospitality may include offers of meals or to attend business networking events, sporting events, cultural events, or other functions. (Source NSW Govt <http://www.nsw.gov.au>)

4.2. Examples of GB&H

These examples serve to illustrate the wide range of GB&H that individuals or organisations may encounter. It's essential to evaluate each offer on a case-by-case basis, considering the principles set out by AUSMASA (section 4.3), and relevant laws and regulations. This list is not exhaustive.

- Meals or other hospitality
- Entertainment, such as meals, seats at sporting or theatre events or golf days
- Plants or flowers
- Lucky door prizes or other prizes offered by, for example, conference sponsors
- Gift cards or gift baskets
- Bottles of wine, manufacturer's samples, or personal items
- Promotional materials, including clothes, books, USBs or DVDs
- Accommodation and hire car discounts
- Free, discounted, or sponsored travel
- Discounts or other preferential treatment
- Free or discounted places at training courses, conferences, or seminars
- Tickets to events
- Offers of cash or shares

4.3. Principles and procedures for responding to offers

- **Never** accept or give cash or cash-like equivalent GB&H in any circumstance.
- **Never** seek or solicit a GB&H.
- GB&H should be declined if it compromises either party's integrity, or if the recipient or giver will be involved in funding or tender to the other party.
- **Never** accept any offer if you are working in a high-risk area of engagement where you have a level of discretion in decision-making that can impact the stakeholder.
- **Never** accept any offer if there is an intention of influencing the actions of either party.
- **Never** accept any offer where their company/organisation is or will be involved in a tender process with AUSMASA.
- Declare all prohibited offers even if they have been declined.

4.4. Procedures for accepting/refusing GB&H

Use the following table and the principles and procedures (4.3) when considering GB&H.

Value	Procedure
Under \$50:	<p>Token GB&H of nominal value, such as coffee, a modest meal during a work meeting, can usually be accepted.</p> <p>No need to record offers for values under \$50.</p> <p>Ensure all GB&H comply with principles and procedures (section 4.3).</p>

<p>Between \$50-300</p>	<p>Refuse wherever possible.</p> <p>Unless it is impractical to do so, you should seek approval from your direct supervisor before accepting any GB&H valued over \$50.</p> <p><u>Use the Declaration Form to seek approval.</u> If obtaining pre-approval was impractical, use the same form for post-event approval after acceptance.</p> <p>Inform the giver that their information will be recorded in AUSMASA's GB&H register, which may be made public in the interest of transparency and to comply with our Code of Conduct.</p> <p>Consider your tax requirements and whether the GB&H are subject to Fringe Benefits Tax.</p> <p>Record any GB&H accepted or offered in the <u>GB&H register</u> within five working days.</p>
<p>Over \$300</p>	<p>Refuse wherever possible.</p> <p>Submit a Declaration Form, even if you have refused the GB&H, and ensure you advise your direct supervisor. <u>Use this form to declare the GB&H.</u></p> <p>Do not accept unless approved.</p> <p>Inform the giver that their information will be recorded in AUSMASA's GB&H register, which may be made public in the interest of transparency and to comply with our Code of Conduct.</p> <p>Consider your tax requirements and whether the GB&H are subject to Fringe Benefits Tax</p> <p>Record any GB&H accepted or offered in the <u>GB&H register</u> within five working days.</p>

4.5. Declaration Form for any GB&H valued over \$50

The Declaration Form serves as a formal declaration of GB&H which has a value of over \$50, to provide transparency and accountability, as part of our commitment to ethical business conduct.

This form also serves as a request for approval to accept such GB&H. It provides a formal record of the circumstances surrounding the offering, the individuals involved, the value of the GB&H, and its association with AUSMASA. They may be reviewed from time to time to ensure compliance.

It is essential that all employees seeking to accept GB&H, as well as their managers, understand the importance of adhering to our policies and relevant regulations, and complete this form accurately and in a timely manner, **within 5 business days of the offer.**

By submitting this declaration, employees demonstrate their commitment to upholding the highest standards of integrity and ethical behaviour in all business interactions.

4.6. Executive Responsibilities

Executives who receive offers due to the nature of their work have a threshold of up to \$300. Approval may be sought to increase this threshold, especially in the case of industry events which are a normal part of stakeholder engagement functions undertaken by AUSMASA.

It is always required to comply with the mandatory principles outlined in relation to GB&H.

Pre-approval for accepting a GB&H over \$300 must be reviewed by the Risk Committee.

5. Related Policies

These policies are related and may be useful to review in context of GB&H.

- [JSC Code of Conduct](#)
- [AUSMASA Code of Conduct](#)
- [Anti-Bribery and Anti-Corruption Policy](#)
- [Conflict of Interest Policy](#)

6. Document History and Contact Details

Version

Number	1
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Revision History

Revision date	Summary of amendments	Prepared by	Version
		Compliance Officer	1.0

Contact details

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