

# ORG - Gifts and Benefits Policy



**Delegate:** Chief Executive Officer  
**Classification:** Operational

**Approved by:** Chief Executive Officer  
**Date:** 02/08/2016

## Introduction

In the caring professions, it is common practice for recipients or relatives to offer nominal gifts to staff or volunteers in appreciation of their care. These guidelines have been developed in order to protect staff from charges of solicitation and to ensure that in accepting gifts, staff are not putting themselves or the organisation's reputation at risk.

## Purpose

A gift refers to benefits given to a staff, volunteer or board member for their own personal use, as a reward for providing services to clients of Otway Health. The purpose of the Gifts and Benefits policy is to provide guidelines for staff that should be taken into account in accepting gifts or benefits.

## Procedure

It is acknowledged that staff, volunteers or board members may from time to time be offered tokens of thanks such as chocolates, flowers etc, for providing assistance in any number of ways, such as; making a speech to a group, providing care for someone's relative, or providing transport as a volunteer. If these personal gifts are of nominal value [under \$50] they belong to the staff member and are not registered on the donor register.

As a public non profit organisation, Otway Health is a registered Deductible Gift Recipient; therefore donations and gifts to Otway Health are acceptable and tax deductible. All cash donations and gifts valued at over (\$50) must be registered as a donation to Otway Health and the registration procedure must be followed as for Official and Organisational gifts.

## Solicitation of Gifts or Benefits

The general principle to be followed is that representatives should not seek gifts or benefits for themselves personally. Staff may not accept a gift or benefit that could reasonably be perceived as having been provided with the intent of influencing them personally in carrying out their duties at Otway Health.

1. The direct or indirect solicitation of personal gifts or benefits by Otway Health representatives in relation to the performance of their duties is unacceptable
2. The direct or indirect solicitation of organisational gifts or benefits by Otway Health representatives is acceptable.

## Official and Organisational Gifts

Gifts that are presented to Otway Health in recognition of services or achievements and gifts presented to Otway Health such as dedicated plaques, plates, vases, trophies are for the use and benefit of Otway Health. Donations or gifts for Otway Health should be sent to the EA who will then arrange for the CEO to sign a thank you letter, provide a receipt if appropriate, and provide feedback to representative who received the donation, gift or benefit.

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**Bequests and Wills**

Representatives may have dual relationships with clients due to a pre-existing social or family relationship. Cash Bequests or inclusions in the Last Will and Testament of a client may not be accepted by representatives unless the primary relationship with the client exists outside the boundaries of their employment.

**Tender Process**

Any donations, gifts or benefits offered by persons or bodies engaged in a tendering process will not be accepted and if a donation, gift or benefit is received unknowingly by a representative this will be returned by the CEO.

**Reporting**

Transparent processes are in themselves a defence against allegations of corruption.

**Definitions**

**CEO** - Chief Executive Officer

**EA** - Executive Assistant

**Relevant Standards**

- NSQHS Standard 1 – Governance for Safety and Quality in Health Service Organisations

**Review Date**

2 August 2019