

Document name	Gifts & Benefits Policy
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1. Purpose

Our Code of Conduct makes it clear that it is unacceptable to accept, solicit or provide 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

Accepting, soliciting, offering or providing gifts or benefits that may impair, or be perceived to impair, the integrity of people, processes or decisions is unacceptable.

4. Responsibilities

It is everyone's responsibility to declare gifts and benefits to their supervisor in accordance with this Policy and to register the gift or benefit as stipulated.

5. Application

5.1 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. Cash from individuals/ organisations deemed unacceptable by the Ethics Committee must not be accepted.

5.2 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.

5.3 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 and informally and transparently raffled amongst staff, volunteers and contractors with all proceeds banked as a donation to Mission Australia.

Gifts/ prizes must be declined from organisations deemed inappropriate by the Ethics Committee.

5.4 > \$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 Informally and transparently raffling the gift amongst staff, volunteers and contractors with all proceeds banked as a donation to Mission Australia.

5.5 >\$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

5.6 Multiple Gifts & Benefits

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

5.7 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.

5.8 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.

6. 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 5 above.

7. Breach of Policy

Any breach of this Policy may result in disciplinary action that could result in dismissal/severance from the organisation.

8. Authority

This Policy is approved by the Executive Leadership team and was reviewed by the Board Audit and risk Committee.

9. Related Policies/ Resources

Other organisational policies that should be read in conjunction with this policy and with Mission Australia's ethical value principles include:

- Statement of Enterprise Ethics
- Speak Up & Speak Out Statement
- Code of Conduct
- Conflicts of Interest Policy
- Fraud Control and Corruption Prevention Policy
- Whistleblower Policy
- Managing Underperformance and Misconduct Policy & Procedure