

RECEIVING GIFTS AND HOSPITALITY POLICY

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<u>Drafted by</u>	Secretary	<u>Approved by Branch</u>	11 September 2020
<u>Responsible person</u>	Secretary	<u>Executive on</u>	
<u>Affects</u>	Employees, EOs & Elected Reps	<u>Scheduled review date</u>	September 2021
		<u>Subject Area/Chapter</u>	Finance

INTRODUCTION

The Union is committed to ensuring that its decision-making processes are above reproach. As such, while it is acknowledged that the acceptance of gifts and hospitality is at times in the interests of members, it is necessary that there are transparent procedures in place to avoid any perception that the Union's decision-making processes could be influenced by this.

PURPOSE

The purpose of this policy is to ensure that the Union's reputation is protected, and its integrity is not undermined by a perception that the Union is not impartial. It does this by spelling out under what circumstances gifts and hospitality may be accepted and the procedures to follow if this occurs.

POLICY

This policy applies to all employees and officers of the Union.

'Gifts and hospitality' include:

- 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.

The Union permits officers and employees to accept gifts or hospitality only in accordance with this policy and procedures.

The Secretary shall maintain a Register of Hospitality and Gifts received by employees and elected reps with decision making powers that are more than \$50. A proforma for this is attached as an Appendix to the same titled Procedures.

An individual must decline any gift or offer of hospitality, regardless of its value, if there is a reasonable belief that it is being provided in order to secure a particular benefit or to influence the Union's decision-making around a particular issue, or where it could be perceived by a reasonable person that the giving of this gift or hospitality may have this effect on union decision-making.

In considering whether to accept or reject a gift or offer of hospitality, the individual must consult with the Secretary (or if it is the Secretary, with the President).

AUTHORISATION

Secretary
AEU NT Branch