## Gift Register - Procedure

**Facilities & Services Division**

### Purpose

The aim of this guideline is to clarify the process for disclosing the receipt of gifts, and the recording of such gifts to ensure consistency with the University’s Code of Conduct Policy.

### Process

**Role of Staff:**

- Staff members should discourage the receipt of any gift or benefit in connection with the performance of their duties;
- If staff are presented with a gift or benefit in connection with the performance of their duties, it should be noted that such gifts belong to ANU;
- No activities should take place with contractors/suppliers during periods where those organisations are being considered for providing services/goods to the ANU (ie, during tender assessment stages);
- If the value of the gift is equal to or less than $299 and the gift has no obvious inscription/indication that it has been presented to the ANU, the Director may re-gift the gift to the staff member. The combined value of such gifts should not exceed $299 within a FBT year (otherwise Fringe Benefit Liability will be incurred); and
- Staff must report all gifts, irrespective of the nature of the gift, to the Director, Facilities and Services via email fs.director@anu.edu.au prior to acceptance to allow sufficient time for the Director to assess any potential conflict of interest and for the recording of the gift in the gift register.

### What constitutes a gift?

As a general principle, staff should not seek or accept favours or gifts for services they perform in connection with their employment from anyone who could benefit by influencing them in their official capacity.
Included in this category are gifts in kind (such as free or discounted accommodation, meals, travel or entertainment or seasonal gifts), which go beyond ‘common courtesies’ consistent with ethical and accepted business practices. Examples of ‘common courtesies’ are:

- Deemed to be a courtesy gesture or to build goodwill;
- They are of limited value and are in such form that they cannot be construed as a bribe or payoff;
- Public disclosure of the facts surrounding them would not embarrass ANU, its representative, or the client in any way;
- The gift is not cash or a cash equivalent (gift certificates, credits, etc.).

This principle extends to favours and gifts extended to a staff member’s family. Accepting such gifts may expose staff and/or the University to accusation of bias or favourable consideration.

**Gift Register:**

The following information **must** be recorded in the register:

- Staff Name;
- Type of gift;
- Date gift was received;
- Details of the supplier of the gift;
- Relationship between the staff member and the supplier of gift;
- Date the gift was reported to the Office of the Director;
- Director’s decision as to any possible conflict of interest;
- Decision made in relation to the gift (i.e. retained by the Office of the Director, reissued to the staff member or allocated to another area).

The information reported will be held on a database within the Office of the Director, and provided to the Office of the Vice Chancellor annually for reporting purposes.
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<th><strong>Responsible Officer</strong></th>
<th>General Manager – Corporate Services Facilities and Services Division</th>
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<td><strong>Contact area</strong></td>
<td>Office Manager – Administrative Services</td>
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<td><strong>Approval Authority</strong></td>
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