

Purpose

The purpose of this policy is to ensure that PrimeSafe employees and Board Directors are aware of their obligations for handling and reporting gifts, benefits and hospitality, consistent with the Code of Conduct for the Victorian Public Sector and the Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy framework.

Policy

Definitions – Token and Non-Token Offers

The Victorian Public Sector Commission defines token and non-token offers as:

Token offers – An offer of a gift, benefit or hospitality that is of inconsequential or trivial value to both the person making the offer and the individual. It may include promotional items such as pens and note pads, and modest hospitality which would be considered a basic courtesy such as light refreshments offered during meetings.

Whilst the primary determinant of a token offer is that it would not be reasonably perceived within or outside the organisation as influencing an individual or raising an actual, potential or perceived conflict of interest, it cannot be worth more than \$50. If token offers are made often by the same person or organisation, the cumulative value of the offers, or the perception that they may influence the recipient, may result in the offers being non-token.

Non-token offers – An offer or a gift, benefit or hospitality that is, or may be perceived to be by the recipient, the person making the offer or by the wider community, of more than inconsequential value.

Accepting Gifts, Benefits and Hospitality

PrimeSafe employees, Board Directors or family members must:

1. Not seek or solicit gifts, benefits and hospitality.
2. Refuse all offers of gifts, benefits and hospitality that:
 - Are money, items used in a similar way to money, or items easily converted to money;
 - Give rise to an actual, potential or perceived conflict of interest;
 - May adversely affect their standing as a public official, or which may bring PrimeSafe into disrepute;
 - Are non-token offers without a legitimate business benefit.

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3. Declare all non-token offers (valued at \$50 or more) of gifts, benefits and hospitality (whether accepted or declined) on the PrimeSafe Gifts Register, and seek written approval from the Chief Executive Officer to accept any non-token offer. The Chief Executive Officer shall seek approval from the Chairperson. Where there is no opportunity to seek written approval prior to accepting, the individual must seek approval within five business days.
4. Refuse bribes or inducements and report bribery attempts to the Chief Executive Officer who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-Based Anti-Corruption Commission. The Chief Executive Officer shall report any attempts to the Chairperson.

Individuals are to refuse all offers (excluding token hospitality such as sandwiches over a lunchtime meeting):

- Made by a current or prospective supplier; or
- Made during a procurement or tender process by a person or organisation involved in the process.

Token Offers

PrimeSafe employees, Board Directors or family members may accept token offers of gifts, benefits and hospitality (maximum value of \$50) without approval or declaring the offer on the PrimeSafe Gifts Register.

Non-Token Offers

Non-token gifts, benefits and hospitality can only be accepted where it is for a legitimate business purpose, in that it furthers conduct of official business or other legitimate goals of PrimeSafe. Where it would not be, the offer must be declined.

Approval to accept non-token offers will be considered provided there is a legitimate business purpose for PrimeSafe, and it is reasonable in terms of community expectations.

At a minimum, PrimeSafe employees, Board Directors or family members must decline an offer that if accepted, would:

- Be perceived as an inducement;
- Have no legitimate business benefit to PrimeSafe; or
- Give rise to an actual, potential or perceived conflict of interest.

There may be non-token offers that hold a legitimate business benefit but may still be inappropriate to accept. The overarching consideration should always be whether acceptance of an offer would bring yourself or PrimeSafe into disrepute including through the creation of a conflict of interest.

All non-token offers worth more than \$50 must be recorded on the PrimeSafe Gifts Register regardless of whether the offer was accepted or declined.

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Providing Gifts, Benefits and Hospitality Provided

Gifts, benefits and hospitality may be provided to facilitate the development of business relationships, further public sector business outcomes and to celebrate achievements. When providing gifts, benefits and hospitality, the offer must:

- Be for a business purpose in that it furthers the conduct of official business or other legitimate organisational goals, or promotes and supports government policy objectives and priorities;
- Ensure any costs are proportionate to the benefits of PrimeSafe, and would be considered reasonable in terms of community expectations; and
- Not give rise to an actual, potential or perceived conflict of interest.

Reporting

The Audit and Risk Management Committee will receive a report annually on the administration and quality control of the Gifts, Benefits and Hospitality Policy, processes and register.

This Policy has been developed consistent with the Victorian Public Sector Commission's Gifts, Benefits and Policy framework.

Accountability for the Policy

- Chief Executive Officer
- Chairperson

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