



**EDMUND RICE EDUCATION
AUSTRALIA**

Gifts and Hospitality Policy Guidelines

Approved by EREA Board: 5 December 2017

EREA Gifts and Hospitality Policy Guidelines

Context

EREA's values include being open and transparent. These Guidelines set out EREA's position on when accepting gifts or hospitality.

Scope

These Guidelines apply to all entities and individuals within the EREA enterprise. We expect all of the partners that EREA engages to apply similar standards when working with us.

Principles

Employees may accept reasonable hospitality given in the normal course of business. In all cases however we must ensure that the gift or benefit is received as an expression of goodwill and not in expectation of a return favour.

Employees must not in any case accept gifts, entertainment or gratuities whose value exceeds \$100, unless prior written approval is obtained from the EREA Executive Director (see Gift & Hospitality Disclosure Form).

The EREA Executive Director will take advice when setting the financial limit for all national, regional office staff and school staff.

In particular, the following situations must be avoided:

- Accepting gifts of cash or cash equivalents;
- Anything that is designed to influence a specific decision such as the awarding of a contract;
- Anything that is against the rules of the person receiving the gift;
- Repeat gifts and hospitality to the same person to circumvent financial limits.

Compliance and Implementation

These principles are endorsed by the EREA Board and apply to all entities and employees/officers of EREA. It is the responsibility of EREA executive management and Principals to ensure that they are disseminated and fully understood at every level throughout the enterprise.

Employees/officers who fail to abide by these principles may face disciplinary action, including dismissal.

A Register of Gifts and Hospitality will be maintained to record all gifts and hospitality received above financial limits for and on behalf of the EREA Board, for and on behalf of the EREA National Executive and staff, and for and on behalf of School Board Members and School staff. The register will include details of the individual involved, date that the gift/hospitality was reported and the nature and value of the gift/hospitality. All completed 'Gift and Hospitality Disclosure Forms' are to be retained on file with the register and are subject to audit.

Related Information

EREA Gifts and Hospitality Policy

EREA Gifts and Hospitality Disclosure Form

For further information, contact your Principal or EREA National Director.

The EREA Gifts and Hospitality Policy can be found at www.erea.edu.au/about-us/policies and in the ***Principals' Compendium***.