



POLICY

Gifts and Benefits

Policy Review Date

May 2019

Policy Version

2.0

DOCUMENT UNCONTROLLED WHEN PRINTED

PURPOSE

This policy provides a framework for the acceptance of Gifts and Benefits in the course of official duties. Accordingly all personnel as outlined in the scope below should recognise and avoid any risks and situations which may affect their integrity and objectivity by being cautious of undue benefits or preferential treatment in the course of their employment or duties.

SCOPE

This policy applies to all personnel, which includes:

- JCS Board of Management;
- Employees and Volunteers;
- Contractors engaged by JCS;
- Support agencies and service providers sub contracted by JCS including their staff and contractors;
- Consultants engaged by JCS; and
- Friends or family members of the above.

DEFINITIONS

JCS Jewish Community Services Inc

Client An individual, also known as a *consumer, service user or care recipient*.

Gift or Benefit may include the following

- gift vouchers;
- general gifts (e.g. flowers, wine, chocolates, gift baskets);
- corporate merchandise;
- products (e.g. promotional products, samples etc.);
- souvenirs;
- entertainment (e.g. dinners, theatre, sporting events, conferences etc.);
- travel (e.g. a third party paying for or subsidising flights, accommodation, meals etc.); and sponsored and corporate events (e.g. a third party hosting a conference, paying the costs of an individual attending a conference, paying travel costs for a conference etc.)

POLICY

The organisation, including all personnel covered within the scope of this policy, are placed in a position of trust and should always act in ways in which maintain public and community confidence. Consequently, it is not appropriate for personnel to be offered, to accept, or to give Gifts and Benefits that influence, or are likely to influence, or could reasonably be perceived to influence, the performance of their duties.

GUIDELINES

All personnel as outlined in the scope of this policy will not:

- a) Ask for or encourage the giving of any form of Gift or Benefit in connection with the performance of their duties;
- b) Accept any gift certificates, packaged gifts or monetary Gift or Benefit for any duties performed or not performed;
- c) Accept any Gift or Benefit which could create a Conflict of Interest or be perceived by such a reasonable person to create such a conflict;
- d) Use their position in the organisation to privately enrich themselves or family members. They should avoid situations that could even be perceived by outsiders as being improper;
- e) Solicit for private purposes any benefit in connection with their official function and duties;
- f) Accept a loan, unless it is from a regular financial institution or normal terms; and
- g) Accept discounts on any goods or services, unless the supplier makes them generally available to all employees in the organisation.

Acceptance of Gifts or Benefits

- a) As a general rule and wherever practical, all personnel covered within the scope of this policy should immediately decline acceptance of any gift(s) and/or benefit(s) advising that it is JCS policy that gifts and benefits cannot be accepted;
- b) The organisation requires that personnel report offers of gifts and/or benefits and the outcome of such incidents (i.e. acceptance/refusal of gift/benefit) immediately to the General Manager who will document all relevant details;
- c) All personnel are requested to politely decline all gifts of appreciation.

JCS recognises that situations may arise where it is not possible to decline the offer of such gifts without affording offence. In such circumstances the organisation considers it reasonable for personnel to accept **one-off** offers of such gifts that are tokenistic such as homemade jam, fresh fruit, or gifts of a small value of \$10.00 or less and provided the acceptance is reported to the General Manager and does not breach any other section of this policy.

- d) Where a client or individual donates a gift to a team to show their appreciation (e.g. box of chocolates), the gift shall be passed on to the relevant supervisor and distributed amongst the whole team; and

Clients or individuals who would like to make substantial donations of cash or equipment can donate to JCS and should be referred to the General Manager to ensure transparency, correct processing and to acknowledge and thank the individual for the donation.

RELATED DOCUMENTS & ATTACHMENTS

Related JCS Policies/Documents/Forms

- JCS Code of Conduct

Related Standards

Home Care Standards 2011

- 1.1 Corporate Governance
- 1.6 Risk Management
- 1.7 Human Resource Management
- 3.1 Information Provision
- 3.3 Complaints & Service User Feedback

Aged Care Quality Standards 2019

- 1 (3) e Consumer Dignity and Choice (Information provision)
- 6 (3) a Feedback and Complaints (Support to provide feedback and make complaints)
- 7 (3) d Human Resources (Workforce recruitment, training and support)
- 8 (3) c Organisational Governance (Organisation wide governance systems)
- 8 (3) d Organisational Governance (Risk management)