
Gifts, Benefits and Hospitality

Department *Organisational Governance*
Section *Organisational Governance*
Approved by *Performance Meeting*



Purpose

It is the intent of this document to specify clear rules for the acceptance of gifts and benefits

Target Audience

All MDHS staff including Board Members, sub-committee members and contractors

Policy

Hospital Employees Offered Gifts, Benefits and Hospitality

All staff must immediately report to the Chief Executive or their Executive Director any situation where an offer of a gift or benefit is made, regardless of whether it is accepted or not, if staff feel that the offer involves an attempt to induce favoured treatment (i.e. a bribe).

- Staff do not for themselves or others, seek nor solicit gifts, benefits and hospitality.
- 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 an employee
 - may bring their organisation or the health sector into disrepute
 - may adversely affect their standing as an employee
- Declare all non-token offers (valued at \$50 or more) of gifts, benefits and hospitality (whether accepted or declined) on their organisations register and seek approval from the department manager and or Executive Director to accept any non-token offer.
- Refuse bribes or inducements and report inducements and bribery attempts to the CEO (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad – based Anti –corruption Commission).

All staff need to fill out the Gifts, Benefits and Hospitality Notification form. These forms are collated and placed on the Register by the Director of Finance and Corporate Services.

Hospital Employees Providing Gifts, Benefits and Hospitality

All MDHS staff providing gifts, benefits and hospitality must ensure the following.

- Ensure that any gift, benefit and hospitality is provided 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 that any costs are proportionate to the benefits obtained for the State, and would be considered reasonable in terms of community expectations.
- Ensure that when hospitality is provided, individuals demonstrate professionalism in their conduct, and uphold their obligation to extend a duty of care to other participants.

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MDHS Responsibilities

MDHS must adhere to the following responsibilities regarding gifts, benefits and hospitality.

- Establish, implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality that comprehensively address these minimum accountabilities.
- Establish and maintain a register for gifts, benefits and hospitality offered to public officials that, at a minimum, records sufficient information to effectively monitor, assess and report on these minimum accountabilities.
- Communicate and make clear within the organisation that a breach of the gifts, benefits and hospitality policies or processes may constitute a breach of binding codes of conduct and may constitute criminal or corrupt conduct, and may result in disciplinary action.
- Establish and communicate a clear policy position to business associates on the offering of gifts, benefits and hospitality to employees, including possible consequences for a business associate acting contrary to the organisation's policy position. This must take into consideration any whole of Victorian Government supplier codes of conduct.
- Report at least annually to the organisation's audit committee on the administration and quality control of its gifts, benefits and hospitality policy, processes and register. This report must include analysis of the organisation's gifts, benefits and hospitality risks (including repeat offers from the same source and offers from business associates), risk mitigation measures and any proposed improvements.
- Publish the organisation's gifts, benefits and hospitality policy and register on the organisation's public website (applies only to organisations with an established website). The published register should cover the current and the previous financial year. Establish, implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality that comprehensively address these minimum accountabilities.

Key Aligned Documents

[Code of Conduct](#)

Key Legislation, Acts & Standards

Public Administration Act 2004 http://www.austlii.edu.au/au/legis/vic/consol_act/paa2004230/

EQuIP National Standards <http://www.achs.org.au/programs-services/equipnational/>

References

Gifts, Benefits and Hospitality resource suite www.vic.gov.au/resources/gifts-benefits-and-hospitality-resource-suite

Code of Conduct for Victorian Public Sector Employees <https://vpsc.vic.gov.au/html-resources/code-of-conduct-for-victorian-public-sector-employees/>

Victorian Public Service Executive Employment Handbook <https://vpsc.vic.gov.au/wp-content/uploads/2016/06/Victorian-Public-Service-Executive-Employment-Handbook.pdf>

[RMIT Study and Learning Centre – Referencing APA](#)

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Appendix 1: Gift or Benefit Notification Form

Recipient of the gift or benefit to complete	
Recipient Name	
Position	
Department	
Date Received	
Received from (name and organisation)	
Description gift/benefit	
Reason for gift/benefit	
Estimated value of gift/benefit	\$
Signature of recipient	

Supervisor/Manager to complete	
Name	
Position	
Decision regarding gift	
Signature	
Date	

This form is used to collect information on gifts and benefits. Please read in conjunction with the Gifts, Benefits and Hospitality policy. Completed form should be forwarded to the Performance, Quality and Risk Manager for inclusion on the register.