



THE HUTCHINS SCHOOL

Gifts and Benefits Policy

Relevant legislation	(none)
Commencement date	July 2016
Last review date	01 February 2025

1. Purpose

The purpose of this policy is to provide a clear outline of the School's expectations regarding the management and recording of gifts or benefits, and to provide guidance on the ethical considerations surrounding the giving and receiving of gifts and benefits in the School environment.

2. Scope

This policy applies to all employees of the School, including teaching and support staff, contractors, volunteers and Board members who may receive gifts from students, families, suppliers or other stakeholders.

3. Objectives

The objective of this policy is to support the provision of a fair, open and transparent process for the management of gifts and benefits offered to or bestowed upon Hutchins employees.

4. Definitions

Gift or Benefit	<p>A gratuity given by any person or entity other than the School to a staff member or their immediate family (i.e. spouse, partner and dependent children), either monetary or otherwise (except by means of a will), in the course of or in relation to the staff member's duties at the School. It includes (but is not limited to):</p> <ul style="list-style-type: none">• a gift of money;• a physical object;• the conferring of a benefit;
------------------------	--

Created by: Policy and Compliance Manager	Document version: 2.2
Online location: https://myhutchinstasedu.sharepoint.com/sites/PolicyCompliance	Next review date: 01 February 2028
Printed copies are uncontrolled. For the latest version please refer to SharePoint Online.	CRICOS 00478F Page 1 of 2

	<ul style="list-style-type: none"> indirect or concealed gifts such as the permanent or indefinite loan of money or property; the sale or transfer of property at less than full value; the provision of a benefit which has a financial or commercial value for less than full value; the provision of hospitality (e.g. accommodation) or travel (e.g. airfares); or entertainment provided for less than full value.
Reportable gift or benefit	<ul style="list-style-type: none"> any gift or benefit whose value is, or could reasonably be considered to be, in excess of \$150; and/or a series of such gifts, received from a single donor or made to a single recipient within a calendar year, where the total retail value is, or could reasonably be considered to be in excess of \$150.
Non-reportable gift or benefit	<ul style="list-style-type: none"> any gift or benefit that does not meet the 'reportable gift or benefit' criteria as listed above.

5. Policy statement

The School is committed to being open and transparent about gifts and benefits given and received by employees in the course of their work duties. All reportable gifts and benefits, whether given or received, must be recorded in the Gifts and Benefits Register, which is maintained by the Chief Operating Officer.

Guiding principles

- Staff must maintain professional integrity and avoid situations where the receipt of a gift could create a perception of undue influence or favoritism.
- Gifts must never be solicited or requested by staff.
- Any gift that may compromise, or be perceived to compromise, professional integrity must be declined or disclosed.

Receipt of gifts

Staff are required to consider the receipt of gifts according to the following conditions:

- A gift or benefit that is valued at \$150 or less is considered to be non-reportable. It may be accepted by staff without a disclosure being made.
- Any gift or series of gifts exceeding \$150 from a single source within a calendar year must be disclosed to the Chief Operating Officer (COO).
- Gifts of cash or cash equivalents (e.g. gift cards, vouchers) exceeding the \$150 threshold must either be declined or reported immediately.

- If a gift cannot be declined due to cultural or other sensitivities, it must be reported to the COO, who will determine the appropriate course of action, including potential donation to the School or a charitable cause.
- Gifts given in recognition of a public contribution (e.g. honorariums, speaker fees) should be disclosed, and staff must seek prior approval (where possible) before accepting them.

Where the value of a gift is greater than \$150, the staff member being offered the gift or benefit must decide in consultation with their manager within seven (7) days whether or not to accept the gift or benefit. It is recognised that gaining approval prior to acceptance may not be possible or practical.

Considering intent

Staff must never accept gifts or benefits that may be intended to encourage or affect their decision-making. These are considered 'gifts or benefits of influence' and they have the potential to compromise staff and undermine their impartiality. Sometimes, the intention of the donor may not be clear or obvious. In these circumstances, if the likely perception of a reasonable person is that the gift could influence the decision making by staff, the gift must not be accepted. Examples of gifts and benefits of influence include:

- a supplier who has or is seeking a business relationship with the School and offers an invitation to the staff for Christmas lunch and drinks at a restaurant; or
- an organisation offers free tickets to staff to a sporting event as a reward for future favourable treatment.

Staff may accept gifts or benefits that are offered as gratitude or appreciation for a specific task or for exemplary performance of duty. While staff should not require additional rewards for performing their duties, it may be inappropriate to refuse gifts of gratitude when they are offered. Examples of acceptable/appropriate gifts of gratitude include:

- a modest bottle of wine given to a staff for giving a presentation at a conference or to a community group;
- a box of chocolates and flowers from a thankful business associate; or
- an end of year thank you gift (flowers, chocolates, gift card) to a teacher from a thankful student or parents/carers.

Staff may accept token gifts that are given in a business situation when representing the School. These are usually products that are mass produced and not given as a personal gift but are usually available freely to everyone.

Examples of token gifts include pens; folders; calendars with a company logo.

Staff may accept ceremonial gifts given officially from one agency to another during or at the end of official business. They are usually an expression of gratitude and a gift to the agency rather than an individual. Examples of ceremonial gifts include plaques or souvenirs given by overseas delegations to commemorate a visit.

Failure to report a gift or benefit received

Should a staff member elect to receive a gift or benefit that is greater than \$150 and not declare that gift or benefit, or should any other inappropriate acceptance of gifts or benefits occur in contravention of this policy, the Principal may request the gift be returned, and may initiate disciplinary action against the employee.

Where a gift or benefit is declared but not approved by the appropriate manager, this may also result in the redirection of the gift or benefit or donation to another appropriate body (e.g., Parents Association or a charity) at the Principal's discretion.

Provision of gifts

Where a gift is to be given on behalf of the School to a Hutchins staff member (most often, though not exclusively for the purpose of births, deaths, marriages or employment milestones), a request must be placed with the Executive Assistant to the Principal via email, who will then co-ordinate the process.

Where staff wish to provide a gift to a fellow staff member outside of this process, they are welcome to do so at their own expense. School budgets may not be used for such purposes.

6. Supporting/related documents

A register of gifts and benefits is maintained by the Chief Operating Officer to record all gifts and benefits with a value greater than the nominal amount of \$150. The School Executive will periodically review the register to ensure that all gifts and benefits accepted have been properly managed.

The following policies also have established relationships with the Gift and Benefits Policy:

[Practice and Behaviour Standards](#)

[The Code of Conduct](#)

7. Record keeping

This policy is to be kept for three (3) years until review except where legislative or organisational change demands otherwise. The master copy is kept in [SharePoint Online](#) in read-only PDF form. Printed copies are uncontrolled.

8. Policy owner

The Principal

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0		Initial release	07/2016

2.0	Policy & Compliance Manager	Complete rewrite of policy.	09/2020
2.1	Policy & Compliance Manager	Minor textual updates throughout for clarity; adjusted terminology from 'Headmaster' to 'Principal'.	08/2023
2.2	Policy & Compliance Manager	Minor changes to process intended to better support oversight and accountability. Further changes to text to support simplicity.	02/2025