

TARGET AUDIENCE

Organisational

PROCEDURE

This procedure supports behaviours that are consistent with the Code of Conduct for Victorian Public Sector Employees (the Code). Its purpose is also to avoid conflicts of interest and maintain high levels of integrity and public trust. All employees are required under clause 1.2 of the Code to comply with this procedure.

This procedure applies to senior executives, board members, individual staff members, contractors, consultants and any individuals or groups undertaking activity for, or on behalf of, CGH.

PRINCIPLES

This procedure has been developed in accordance with requirements outlined in the *Minimum accountabilities for managing gifts, benefits and hospitality* issued by the Victorian Public Sector Commission (see section below).

CGH is committed to, and will uphold, the following principles in applying this procedure:

Public interest: individuals have a duty to place the public interest above their private interests when carrying out their official functions. They will not accept gifts, benefits or hospitality that could raise a perception of, or actual, bias or preferential treatment. Individuals do not accept offers from those about whom they are likely to make business decisions.

Accountability: individuals are accountable for:

- declaring all non-token offers of gifts, benefits and hospitality;
- declining non-token offers of gifts, benefits and hospitality, or where an exception applies under this procedure, seeking approval to accept the offer; and
- the responsible provision of gifts, benefits and hospitality.

Individuals with direct reports are accountable for overseeing management of their direct reports' acceptance or refusal of non-token gifts, benefits and hospitality, modelling good practice and promoting awareness of gifts, benefits and hospitality policies and processes.

Risk-based approach: CGH, through its policies, processes and Risk & Audit Committee, will ensure gifts, benefits and hospitality risks are appropriately assessed and managed. Managers with direct reports will ensure they are aware of the risks inherent in their team's work and functions and monitor the risks to which their direct reports are exposed.

MINIMUM ACCOUNTABILITIES

The Victorian Public Sector Commission has set binding minimum accountabilities for the appropriate management of gifts, benefits and hospitality. These are detailed below:

Public officials offered gifts, benefits and hospitality:

1. Do not, for themselves or others, seek or solicit gifts, benefits or 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 their public sector employer or the public sector into disrepute; or
 - are non-token offers without a legitimate business benefit.
3. Declare all non-token offers (valued at \$50 or more) of gifts, benefits and hospitality (whether accepted or declined) on their organisation's register, and seek written approval from the Chief Executive Officer (or their delegate) to accept any non-token offer.
4. Refuse bribes or inducements and report inducements and bribery attempts to the head of the public sector organisation or their delegate (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).

5. CGH Executive, staff and Visiting Medical Officers are prohibited from requesting or receiving benefits associated with pathology and medical imaging services.

Public officials providing gifts, benefits and hospitality:

6. 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.
7. Ensure that any costs are proportionate to the benefits obtained for the State, and would be considered reasonable in terms of community expectations.
8. 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.

Heads of public sector organisations:

9. Establish, implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality that comprehensively address these minimum accountabilities.
10. 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.
11. 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.
12. 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.
13. Report at least annually to the CGH's Risk & 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.
14. Publish the organisation's gifts, benefits and hospitality procedure and register on the organisation's public website. The published register should cover the current and previous financial year.
15. Establish, implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality that comprehensively address these minimum accountabilities.

MANAGING OFFERS OF GIFTS, BENEFITS AND HOSPITALITY

The following sets out the process for accepting, declining and recording offers of gifts, benefits and hospitality. Any exceptions to this process must have the prior written approval of the Chief Executive Officer or their delegate.

Token offers

A token offer is 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 a meeting.

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 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 becoming non-token.

Individuals may accept token offers of gifts, benefits and hospitality without approval or declaring the offer on the CGH register.

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

- made by a current or prospective supplier;
- made during a procurement or tender process by a person or organisation involved in the process;
- deemed excessive in nature; or
- involve decisions over licensing, enforcement or regulations.

Requirement for refusing non-token offers

Individuals should consider the GIFT test (see Table 1) and the requirements below to help respond to a non-token offer.

Individuals are to refuse non-token offers:

- likely to influence them, or be perceived to influence them, in the course of their duties or raise an actual, potential or perceived conflict of interest;
- by a person or organisation about which they will likely make a decision (also applies to processes involving grants, sponsorship, regulation, enforcement or licensing);
- likely to be a bribe or inducement to make a decision or act in a particular way;
- that extend to their relatives or friends;
- with no legitimate business benefit;
- of money, or used in a similar way to money, or something easily converted to money;
- where, in relation to hospitality and events, the organisation will already be sufficiently represented to meet its business needs;
- where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;
- made by a person or organisation with a primary purpose to lobby Ministers, Members of Parliament or public sector agencies; and
- made in secret.

If an individual considers they have been offered a bribe or inducement, the offer must be reported to the Chief Executive Officer or their delegate who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission.

Table 1 - GIFT test

G	Giver	<p>Who is providing the gift, benefit or hospitality and what is their relationship to me?</p> <p>Does my role require me to select suppliers, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?</p>
I	Influence	<p>Are they seeking to gain an advantage or influence my decisions or actions?</p> <p>Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make or endorse a product or service?</p>
F	Favour	<p>Are they seeking a favour in return for the gift, benefit or hospitality?</p> <p>Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months?</p> <p>Would accepting it create an obligation to return a favour?</p>
T	Trust	<p>Would accepting the gift, benefit or hospitality diminish public trust?</p> <p>How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?</p>

Requirements for accepting non-token offers

There will be some exceptions where there is a legitimate business reason for accepting a non-token offer. All accepted non-token offers **must** be approved in writing by the Chief Executive Officer (or their delegate), recorded in the Gifts, Benefits and Hospitality Register and be consistent with the following requirements:

- it does not raise an actual, potential or perceived conflict of interest or have the potential to bring the individual, CGH or the public sector into disrepute; and
- there is a legitimate business reason for acceptance. It is offered in the course of the individual's official duties, relates to the individual's responsibilities and has a benefit to CGH, public sector or the State.

Individuals may be offered a gift or hospitality where there is no opportunity to seek written approval from the Chief Executive Officer prior to accepting. For example, they may be offered a wrapped gift that they later identify as being a non-token gift. In these cases, the individual must seek approval from the Chief Executive Officer within five business days.

Recording non-token offers of gifts, benefits and hospitality

All non-token offers, whether accepted or declined, must be recorded in CGH's Gifts, Benefits and Hospitality Register. The business reason for accepting the non-token offer must be recorded in the register and provide sufficient detail to link the acceptance to the individual's work functions and benefit to CGH, public sector or State.

If the gift meets the reportable gift requirements, the person receiving a reportable gift shall complete the *Gift Declaration form* and forward to the Senior Executive Services Administrator. The Chief Executive Officer will determine whether or not the gift may be accepted.

Individuals should consider the following examples of acceptable and unacceptable levels of detail to be included in CGH's register when recording the business reason:

Unacceptable:	"Networking" "Maintaining stakeholder relationships"
Acceptable:	"Individual is responsible for evaluating and reporting outcomes of CGH's sponsorship of Event A. Individual attended Event A in an official capacity and reported back to CGH on the event." "Individual presented to a visiting international delegation. The delegation presented the Individual with a cultural item worth an estimated \$200. Declining the gift would have caused offence. The Gift was accepted, written approval was subsequently obtained for the gift, which became CGH's property."

Information on the form is then transferred to a gifts register which is managed by the Senior Executive Services Administrator.

CGH's Risk & Audit Committee will receive a report at least annually on the administration and quality control of the gifts, benefits and hospitality policy, processes and register. The report will include analysis of CGH's gifts, benefits and hospitality risks (including multiple offers from the same source and offers from business associates), risk mitigation measures and any proposed improvements.

Ownership of gifts offered to individuals

Non-token gifts accepted by an individual for their work or contribution may be retained by the individual where their manager or organisational delegate has provided written approval. Employees must transfer to CGH official gifts or any gift of cultural significance or significant value (over \$50).

MANAGEMENT OF THE PROVISION OF GIFTS, BENEFITS AND HOSPITALITY

This section sets out the requirements for providing gifts, benefits and hospitality.

Requirements for providing gifts, benefits and hospitality

Gifts, benefits and hospitality may be provided to welcome guests, facilitate the development of business relationships, further public sector business outcomes and to celebrate achievements.

When deciding whether to provide gifts, benefits or hospitality or the type of gift, benefit or hospitality to provide, individuals must ensure:

- any gift, benefit or hospitality is provided for a business reason in that it furthers the conduct of official business or other legitimate organisational goals, or promotes and supports government policy objectives and priorities;
- that any costs are proportionate to the benefits obtained for the State, and would be considered reasonable in terms of community expectations (the ‘HOST’ test at Table 2 is a good reminder of what to think about in making this assessment); and
- it does not raise an actual, potential or perceived conflict of interest.

Table 2 - HOST Test

H	Hospitality	To whom is the gift or hospitality being provided? Will recipients be external business partners, or individuals of the host organisation?
O	Objectives	For what purpose will hospitality be provided? Is the hospitality being provided to further the conduct of official business? Will it promote and support government policy objectives and priorities? Will it contribute to staff wellbeing and workplace satisfaction?
S	Spend	Will public funds be spent? What type of hospitality will be provided? Will it be modest or expensive, and will alcohol be provided as a courtesy or an indulgence? Will the costs incurred be proportionate to the benefits obtained?
T	Trust	Will public trust be enhanced or diminished? Could you publicly explain the rationale for providing the gift or hospitality? Will the event be conducted in a manner which upholds the reputation of the public sector? Have records in relation to the gift or hospitality been kept in accordance with reporting and recording procedures?

A balanced judgement shall be made between costs incurred and the potential benefit, and whether this could be considered reasonable in terms of community expectations. Provision of such gifts/hospitality shall enhance the reputation of the organisation. Gifts normally should be symbolic, rather than financial, in value.

Catering functions for staff:

CGH may occasionally provide catered activities for employees. These may include:

- catering at training courses or planning days;
- catering at functions where an organisational or individual staff achievement is being recognised.

Providing gifts to staff:

CGH recognises staff achievements in the form of celebrating length of service milestones and/or retirement. Refer to CGH Service Recognition procedure. Also at times a token gift may be provided, e.g. cards/flowers sent to family members to acknowledge an employee’s contribution to the workplace in the event of their death, or a newspaper tribute.

Provision of alcohol:

Decisions relating to the provision of alcohol shall be made on a case by case basis. The following needs to be considered:

- The timing of the event should be such that there is a minimal risk of employees returning to work impaired by alcohol;
- Any event should not exceed 2 hours duration;
- No more than 2 standard drinks per person should be provided;
- The provision of alcohol should be incidental to the overall level of hospitality provided.

Staff are reminded that they are obliged under the Code of Conduct not to be impaired by alcohol whilst in the workplace or whilst representing CGH. Refer to CGH procedure on *Use of Alcohol and other Drugs at CGH*.

Containing costs

Individuals should contain costs involved in the provision of gifts, benefits and hospitality wherever possible. The following questions may be useful to assist individuals to decide the type of gift, benefit or hospitality to provide:

- Will the cost of providing the gift, benefit or hospitality be proportionate to the potential benefits?
- Is an external venue necessary or does the organisation have facilities to host the event?
- Is the proposed catering or hospitality proportionate to the number of attendees?
- Does the size of the event and number of attendees align with intended outcomes?
- Will providing the gift, benefit or hospitality be viewed by the public as excessive?

Managers who wish to provide gifts/hospitality need to determine if such provision meets the requirements of the Gifts, Benefits and Hospitality Policy Framework: Victorian Public Sector. The HOST test can be used as a tool when deciding whether to provide hospitality or gifts:

If unsure about how to manage provision of a gift, benefit or hospitality, seek advice from the Senior Executive Services Administrator in the Executive Office.

CGH shall ensure that it meets the record keeping obligations under the Public Records Act 1973 and the Financial Management Act 1994 to ensure that there is open and transparent use of public funds. There shall be records available relating to procurement and expenditure of funds for gifts and hospitality.

BREACHES

Disciplinary action consistent with the relevant industrial instrument and legislation, including dismissal, may be taken where an individual fails to adhere to this policy. This includes where an individual fails to avoid wherever possible, or identify, declare and manage a conflict of interest related to gifts, benefits and hospitality in accordance with CGH's Conflict of Interest policy.

Actions inconsistent with this policy may constitute misconduct under the *Public Administration Act 2004*, which includes:

- breaches of the binding *Code of Conduct for Victorian Public Sector Employees*, such as sections of the Code covering conflict of interest (section 3.7), public trust (section 3.9) and gifts and benefits (section 4.2); and
- individuals making improper use of their position.

For further information on managing breaches of this policy, please contact Human Resources.

SPEAK UP

Staff who consider that gifts, benefits and hospitality or a conflict of interest within CGH may not have been declared or is not being appropriately managed should speak up and notify their line manager, Director or Chief Executive Officer.

CGH will take decisive action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

FURTHER INFORMATION

A conflict of interest resulting from the acceptance of a gift, benefit or hospitality is not always clear to those who have them. Staff who are unsure about the acceptance of a gift, benefit or hospitality, or the application of this policy, should speak to their line manager or Human Resources for advice.

OUTCOME:

All CGH staff, consultants and contractors shall comply with the Code of Conduct for Victorian Public Sector Employees and Code of Conduct for Victorian Public Sector Employees and Gifts, Benefits and Hospitality Policy Framework: Victorian Public Sector.

LEGISLATION:

- Public Administration Act 2004
- Public Records Act 1973
- Financial Management Act 1994
- Health Insurance Act 1973
- Standing Directions of the Minister of Finance 2016
- CGH's Conflict of interest policy
- Code of Conduct for Victorian public sector employees 2015
- Code of conduct for Directors of Victorian public entities 2016
- Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy Framework

DEFINITIONS:

Business associate: an external individual or entity which the organisation has, or plans to establish, some form of business relationship, or who may seek commercial or other advantage by offering gifts, benefits or hospitality.

Benefits: include preferential treatment, privileged access, favours or other advantages offered to an individual. They may include invitations to sporting, cultural or social events, access to discounts and loyalty programs, and promises of a new job.

The value of benefits may be difficult to define in dollars, but as they are valued by the individual, they may be used to influence the individual's behaviour.

Conflicts of interest:

Actual conflict of interest: There is a real conflict between an employee's public duties and private interests.

Potential conflict of interest: an employee has private interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.

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Perceived conflict of interest: the public or a third party could form the view that an employee's private interests could improperly influence their decisions or actions, now or in the future.

Gifts: are free or discounted items and any item that would generally be seen by the public as a gift. These include items of high value (e.g. artwork, jewellery, or expensive pens), low value (e.g. small bunch of flowers) and consumables (e.g. chocolates). Fundraising by public sector organisations that is consistent with relevant legislation and any government policy is not prohibited under the minimum accountabilities.

Hospitality: is the friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation.

Individuals: any senior executive, board member, staff member, contractor, consultant and any individuals or groups undertaking activity for, or on behalf of, CGH.

Legitimate business benefit: gifts, benefits and hospitality accepted or provided for a business purpose, in that it furthers the conduct of official business or other legitimate goals of the organisation, public sector or State.

Public official: has the same meaning as under section 4 of the *Public Administration Act 2004*. This includes:

- public sector employees;
- statutory office holders; and
- directors of public entities.

Register: is a record, preferably electronic, of all declarable gifts, benefits and hospitality. It records the date an offer was made and by whom, the nature of the offer, its estimated value, the raising of any actual, potential or perceived conflicts of interest or reputational risks and how the offer was managed. For accepted offers, it details the business reason for acceptance and the officer approving the acceptance.

Token offer: is an offer of a gift, benefit or hospitality that is offered as a courtesy or is of inconsequential or trivial value to both the person making the offer and the individual.

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 (including cumulative offers from the same source over a 12 month period).

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Non-token offer: is an offer of 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. All offers worth more than \$50 are non-token offers and must be recorded on a gift, benefit and hospitality register (except for specific offers received by a person employed in a Victorian Government school, as defined under 'token offer').

FOCUS AREA(S):

National Safety and Quality Health Service Standards - Standard 1
Aged Care Standards - Standard 1
Community Care Common Standards - Standard 1

DISCLAIMER:

The Central Gippsland Health staff member/committee who has/have approved this document accept PROMPT as a relevant source of information for Central Gippsland Health staff to access and use appropriately.

The website will be reviewed periodically and changes made in response to professional, legislative or DHHS communiqué.