

GIFT PROCEDURES

Introduction

The Board agrees that it has a responsibility to ensure that expenditure on gifts incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.

Giving Gifts

- 1) All gifts should be purchased through the School's normal purchase procedures.
- 2) The cost of a gift should be reasonable and appropriately reflect the benefit received.
- 3) On behalf of the school and staff, BOT will acknowledge service when staff resigns with an appropriate gift to be presented at either a farewell function or school assembly, whichever is appropriate. Unless an exception is made by the Board, gifts to range from \$40.00 to \$200.00 dependant on length of service and position held.
- 4) If a gift is to be given during international travel, then the staff member should receive authorisation for the value of the intended koha/gift before the travel. The cost of such a gift should be justifiable to the Board.

Receiving Gifts

- 5) Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.
- 6) If gifts received are small and of little value (under \$50), then the recipient may keep the gift.
- 7) If the gift is larger and more valuable, then the recipients must advise the Board of the gift. The gift will be given to the school to use unless the Board agrees to an exception to this policy.
- 8) If the gift arises from an employee's role as an employee of the Board, then the gift remains the property of the Board. Receipt of the gift should be declared to the Principal.

Reviewed September 2016