

Newtown Neighbourhood Centre

PART B

Human Resources

Gifts and Benefits Policy and Procedures

Policy:	Gifts and Benefits Policy and Procedure
Sub heading:	Human Resources
Status:	Operational
Approval date:	27 th November 2007
Approved By:	Management Committee
Review Date:	November 2010
Staff Training Date:	29/11/07

Policy

The receipt of gifts, cash or other benefits by Newtown Neighbourhood Centre (NNC) Board members, staff, volunteers or students on placement is generally inappropriate.

Objectives

- To protect service users interests.
- Reflect the professional behaviour expected of Board members, staff, volunteers and students on placement of the NNC.
- Provide a working environment that is safe and reduce the perceived or actual risk that the receipt or expectation of any gift, cash or benefit might influence or appear to influence an individual's official work capacity.

Responsibility

It is the responsibility of all NNC Board members, staff, volunteers and students on placement to adhere to the *Gifts and Benefits Policy and Procedure*.

1. Gifts and Benefits Procedure

NNC Board members, staff, volunteers and students on placement agree to:

- Neither seek or accept gifts, cash or benefits intended to or likely to influence the way they carry out their work duties.
- Neither seek or accept gifts, cash or benefits from any current or past client, their next of kin or guardian nor from their deceased estate.
- Always inform a supervisor if they have been offered or given a gift, cash or benefit.
- Not to purchase any items from a service user, their next of kin or guardian.
- Not accept a bribe or any inducement from a service user, their next of kin or guardian and report any advances of this nature directly to

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the Executive Officer.

- Report immediately to the Executive Officer any offer from a service user, their next of kin or guardian that may constitute corrupt conduct.
- Avoid all situations in which it could be seen that a person, agency or company through the provision of hospitality, gift, cash or benefit of any kind is securing or attempting to secure influence or favour from the NNC or a person representing NNC.
- Gifts of flowers may be kept by the NNC Board member, staff, volunteer or student on placement, to whom they were given.
- A record will be kept of all approved gifts.

Adapted from the Department of Ageing, Disability & Home Care (DADHC) Code of Conduct (2 Aug 2004, page 15)

2. NNC Gifts & Benefits Registry Procedure

It is recognized that occasionally service users of NNC services will offer gifts, cash or benefits to Board members, staff, volunteers and/or students on placement. For example, at Christmas, and to refuse such an offering from a service user may upset them or cause offence.

On such occasions it is at the discretion of the Executive Officer to approve the acceptance of token gifts or benefits only if it cannot be seen as compromising NNC or a staff member, volunteer or student personally. In such circumstances the recipient of the gift or benefit will adhere to the following procedure:

- Indicate to the service user, their next of kin or guardian that the gift or benefit is accepted in an official work capacity on behalf of NNC.
- All communication with the service user, their next of kin or guardian is to be respectful at all times when informing them of NNC *Gifts and Benefits* Policy and Procedure.
- Report the receipt of the gift or benefit to the relevant Project Coordinator and Executive Officer as soon as possible after receiving it.
- Record the gift or benefit in the NNC *Gifts and Benefits Registry* and sign before a witness.
- The NNC *Gifts and Benefits Registry* will record:
 - ✓ Date and time gift given
 - ✓ Name of person receiving gift
 - ✓ Name of person giving gift
 - ✓ Details of gift
 - ✓ Approximate value of gift
 - ✓ What is to happen to gift
 - ✓ Signature of Staff/Volunteer/Student/Board member

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√ Signature of Project Coordinator/Executive Officer

- Dispose of the gift or benefit as per the instructions from the Executive Officer.

3. Donations and Prizes Procedure

- All donations and prizes, including those received for the Newtown Festival or for lucky draw prizes, remains the property of NNC, regardless of whether the work is carried out during business hours and must be reported to the Executive Officer and recorded in the *Gifts and Benefits Registry*.
- The distribution of these donations or prizes is at the discretion of the Executive Officer, however in general Festival donations will be offered to volunteers first and any remaining items will be distributed as deemed appropriate by the Executive Officer, including being sold or raffled with monies received going to NNC.
- All prizes won by Board members, staff, volunteers or students on placement at the fortnightly NNC Bingo must be returned to the prize pool.
- Any money or payment for work carried out on behalf of NNC, e.g. such as being on a committee or speaking fees, belong to NNC. Such payments must be reported to the Executive Officer, recorded in the *Gifts and Benefits Registry* and given to NNC.
- All alcohol received as a gift by Board members, staff, volunteers or students on placement is to be recorded in the *Gifts and Benefits Registry* and can be consumed at NNC functions such as the AGM or end of year party.
- Any prizes received from a raffle ticket purchased by Board members, staff, volunteers or students on placement using their own money belong to the individual who paid for the ticket.

Financial Abuse

- It is the responsibility of all Board members, staff, volunteers and students on placement to report, on the same day, to the Executive Officer, and subsequently to the Board, any suspicion or witnessed financial abuse of a service user.
- All suspected or witnessed incidents of financial abuse are to be documented in writing as soon as possible, but within two (2) business days.
- It is the responsibility of the Project Coordinator and the Executive Officer to conduct a thorough investigation of the reported incident.
- Incidents of theft will be reported to the NSW Police.

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- All Board members, staff, volunteers and students on placement will maintain the confidentiality of all concerned parties during any investigation of theft or financial abuse.

Executive Officer

NNC Staff, volunteers and students on placement are to report immediately to an Executive Committee member of the Board if the Executive Officer is considered in breach of any aspect of the *Gifts and Benefits Policy and Procedures*.

Breach of the Gifts and Benefits Policy & Procedures

A Breach of the NNC *Gifts and Benefits Policy and Procedures* may lead to disciplinary action or dismissal for Board members, staff, volunteers or students on placement.

Documents Relating to the Policy and Procedures

1. NNC *Gifts and Benefits Registry*
2. NNC *Code of Conduct*
3. DADHC *Abuse and Neglect Policy and Procedures* May 2007
4. DADHC Funding Agreement
5. Department of Community Services Service Agreement