



**TITLE: Gifts and Benefits - Accepting and Declaring Policy**

**Purpose:**

The Sisters of Charity and Holy Spirit Health Service Qld has established risk management systems to prevent fraud and improper conduct within the facilities and Group Services & Support Office. Compliance with the acceptance and declaration of gifts and benefits policy ensures transparency and promotes the value of Justice.

**1. Register of Gifts and Benefits:**

A Register for gifts/benefits with a value of over \$50 is to be located at each Facility and GSSO and all gifts and benefits are declared and recorded at the time receiving the gift. The register will be maintained by Executive Assistant (SVHT, HSN and GSSO) or Quality & HR Assistant (MOCS).

The Register should include the following:

- a. date
- b. description of gift or benefits and approx value
- c. donated by
- d. decision re use

Should potential conflict of interest arise, the register can serve as a useful tool in this regard.

An example would be:

*A person returns to the facility and believes that their gift, which was intended as a donation etc, was taken by a staff member and used for their personal benefit/gratification.*

- 2** Employee/Contractors may accept small gifts (less than a value of \$50) from an individual given in appreciation for the care that the employee/contractor has shown to the individual. It would be hoped that any gifts, which are able to be shared with other colleagues, would be used for that purpose however this would be at the discretion of the staff member following appropriate reflection of the Values.

An example would be:

*A grateful patient/resident being discharged gives a specific staff member eg nurse, who has looked after them a bunch of flowers or a box of chocolates.*

In this case it would not be considered that the employee's work duties could be or could be seen to be influenced by the acceptance of the gift.

- 3** Employee/Contractors are not to accept cash from patients or residents regardless of dollar value. If this is unavoidable, the money must be recorded in a donation book in the ward/unit and these amounts must be forwarded to the administration area for receipting and banking as a donation. The amount held in the ward setting must be less than \$10 in total at all times. Records must include Date, Name of person, amount & person receiving it.

- 4 Employee/Contractors are to decline any gifts or favours, which may be offered from people who are in a position to benefit from the employee's/contractor's acceptance. For the protection of the staff, employee/contractors will report to their Manager or Department Head any attempt by a person to exert any improper influence. This does not preclude attendance at free demonstrations of equipment.

An example of a clear case where gifts or favours should be declined is:

*A staff member is offered a gift or free trip away by a person or company, which is in a current contract or ongoing negotiation or relationship with the hospital.*

In this example, the actions and decisions made as part of the employee's/contractor's work duties could be, or could be seen to be, influenced by the acceptance of the gift or favour. Approval for the attendance at any function of this type must be sought directly from the CEO, SCHSHSQ or delegate.

- 5 Employee/Contractors will disclose gift or benefit, which exceeds the value of \$50, offered and/or accepted by them in carrying out their duties.

An example would be:

Gifts/benefits from external suppliers or contractors include, but are not limited to:

- Paid attendance at courses
- Accommodation/ travel
- Tickets to sporting/artistic events
- Entertainment / Lunch for the purpose of networking and relationship building
- Material goods (eg. golf clubs, sports jacket etc.)

Material goods for Fundraising:

The Facility Executive Director or the Facility or Regional Director of Mission is to be notified of the acceptance of all material goods, offered as gifts. It is the expectation of SCHSHSQ that all material and non-perishable goods, which are suitable for fundraising, will be forwarded to the Facility or Regional Director of Mission for this purpose after appropriate discussion with the Executive Director. If more appropriate, the goods may be distributed at the discretion of the Executive Director.

Evaluation of Policy:

Registers will be audited on a regular basis to determine any issues arising. Feedback or issues arising from the interpretation of this policy maybe discussed with the Regional Director of Mission.

<b>Classification (EQuIP standard):</b>	Leadership and Management
<b>Relevant to:</b>	All staff, Sisters Of Charity & Holy Spirit Health Service Queensland facilities
<b>Implementation Date:</b>	November 8, 2004
<b>Review Date and Frequency:</b>	(Bi- Annually)
<b>Responsible for Review:</b>	Executive Officer, SC&HSHSQ
<b>Endorsed by and Date:</b>	Approved by SCHSHSQ CEO (DATE: November 8, 2004) Amendment approved by SCHSHSQ CEO (November 24, 2004)