



## GIFT POLICY

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### Rationale

- 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.
- The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### Giving Gifts

1. All gifts should be purchased through the School's normal purchase procedures. Gift purchases are not to be made using manual cheques or credit cards unless prior arrangement has been made with the permission of the Principal.
2. The cost of a gift should be reasonable and appropriately reflect the benefit received.  
Guidelines:
  - 6 months or less – card
  - 6 -18 months – card and flowers or wine
  - 2 years plus – \$60 gift
  - Long Service – at discretion of employer
  - Any expenditure above these guidelines would be funded by staff contributions

### Receiving Gifts

1. 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.
2. If gifts received are small and of little value (under \$50), then the recipient may keep the gift.
3. 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.
4. 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.
5. A formal register of gifts must be kept if the gift is obviously in excess of \$100 in value.
6. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.

## CROSS REFERENCES

Koha Policy