



Information Sheet: Gift and Benefits

The purpose of this information sheet is to increase awareness and understanding of the conflicts of interest that may arise through the offering and acceptance of gifts and benefits by staff/titleholders. It provides clarification regarding the types of gifts that staff can accept and those that are considered unacceptable workplace gifts and/or benefits. This information sheet also sets out the process for approval.

Q1 What should be considered when offering and accepting gifts and benefits?

- Gifts and entertainment should not appear to influence the staff member's ability to act in the best interest of the University of Adelaide.
- Staff members and Managers responsible for approving gifts and entertainment should ensure that if the gift was disclosed publicly it would not be detrimental to the University of Adelaide's reputation.
- Any staff member/titleholder who receives a gift or benefit with a value of more than \$250 must disclose it to their manager/supervisor.
- All gifts and benefits of more than \$500 must be disclosed to their supervisor/manager using the [Disclosure of Conflict of Interest Form](#) and must be added to the local area [gift and benefit register](#).

Q2 Examples of appropriate gifts and benefits

- Modest, consumable one-off gifts and benefits, such as gifts and benefits received in line with cultural celebration, such as a hamper of chocolates or a bottle of wine at Christmas time.
- Branded promotional items for example pens, hats and office stationery.
- Attendance at a local event that is reasonably related to a legitimate business purpose where there is a requirement to maintain and build business relationships (e.g. accompanying a supplier / customer to a local event).
- Gifts and benefits received by keynote speakers, door prizes.

Q3 Examples of inappropriate gifts and benefits

- Cash and valuables of any kind or amount, including gift cards, cheques, and shares.
- Any gifts or benefits that to a 'reasonable person' appear to be excessive, appear to influence, or to be a bribe, are considered inappropriate.
- Any gifts or benefits that may be considered "gifts of influence". Gifts given to influence favourable treatment in the future (e.g. gifts or benefits given to retain business or secure any type of advantage up to an including awarding business).
- Gifts or benefits that have been solicited in line with the official duties and requirements of the staff member's position.
- Gifts or benefits that the gift giver is not permitted to give.

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- Any gifts or benefits that may inhibit the University of Adelaide to conduct business with a competitor of the gift giver.
- Gifts or benefits in the form of services or other non-cash benefits, (e.g, the promise of employment or being awarded business).

Examples of inappropriate gifts and benefits continued

- Additional services offered by the University's contractors and service providers to a staff member/titleholder for their personal use at a discounted rate, or in an attempt to gain or retain the business of the University of Adelaide.
- Gifts or benefits which would pose a cost to the University of Adelaide (e.g. lost time to attend events and travel costs).
- Inappropriate, distasteful, offensive entertainment.
- Illegal items, substances or benefits. All gifts should be in accordance with commonwealth, state and local laws.

Q4 What if I am offered a travel upgrade?

- In some circumstances, travel may be an accepted a gift or benefit. (subject to the normal disclosure and approval processes).
- Travel may be local, interstate or international depending on the invitation and the context of the legitimate business relationship and business-related purpose of the travel.
- The primary purpose of the travel must be business related.
- Travel upgrades may only be accepted where no cost is incurred by the University of Adelaide, and the travel upgrade is not paid for by an external organisation.
- All travel must be applied for and approved in accordance with the [University Travel Policy and Procedures](#) and processes.

Q5 What if it is 'offensive' or 'inappropriate' to decline a gift or benefit?

- In some instances a gift may be considered inappropriate, but it may be offensive to the giver, or impractical to decline acceptance of the gift. Such gifts must be disclosed to the staff member's Manager/ Supervisor as soon as practicable after receipt of the gift and recorded in the local area's [Gifts and Benefits Register](#).

Further Information

If you require further information, please contact the HR Service Centre via phone on 8313 1111 or email hrservicecentre@adelaide.edu.au .

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Gift and Benefit Register- Example Only

| Staff Member Name | Date of Entry | Date gift or benefit received | Name of Gift Giver | Description of gift or benefit | Estimated Value | Reason for the gift or benefit | Manager Approval | Disclosure of Conflict of Interest Form Completed | If not approved has the gift or benefit been redistributed or disposed? |
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