



Gifts for Staff Policy

Rationale: The Board of Trustees agrees to ensure that any gift received or donated by the College is related to school business.

Goal: To ensure gifts donated or received are used appropriately in an authorised way.

Objective: Giving Gifts

All gifts given by the College are appropriate and authorised.

Guidelines:

1. All gifts should be purchased through the School's normal purchase procedures.
2. Each portfolio director has the responsibility for purchasing appropriate gifts when required.
3. The cost of a gift should be reasonable and appropriately reflect the benefit received.
4. Where gifts are not budgeted for but are found to be required, a formal request should be made to the BOT.

When to give gifts:

- Bereavement – close family/family situation
- Leaving the College
- Extended stay/operation in hospital
- Birth of a child

Objective: Receiving Gifts

All gifts received by the College follow an authorised process.

Guidelines:

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. If in doubt the staff member should seek advice from their line manager.
2. If gifts received are small and of little value (under \$150) 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 College to use unless the Board agrees to an exception to this policy.
4. A gift registry must be kept if the gift is obviously in excess of \$150 in value.

To be read in conjunction with the Ministry of Education Information for Schools Handbook - 2018

Approved by:  _____

Designation: BOT Chairperson _____

Date Approved: _____ 3 November 2020 _____

Review Date: _____ November 2022 _____