

Gifts

1. Policy

North Shore Community Housing is entrusted by government, the community and its tenants to manage its services and assets prudently and fairly. The receiving of a gift or benefit may lead to a perception of corrupt conduct in that the recipient, donor or observers may assume that the recipient may lack impartiality in the course of their duties or that the recipient is under obligation to the donor.

As any perception of corrupt conduct or favouritism reflects badly on the organisation and the sector, the giving of gifts is strongly discouraged.

2. Definition

Gifts include goods, services, services at reduced cost, favours.

Examples include:

- Money
- Gifts
- Free or reduced tickets to shows or events
- Use of accommodation
- Contractors or suppliers providing services at no or at a reduced cost
- Contractors or suppliers providing goods at no or reduced cost

All staff and board members should remind clients that they cannot accept gifts of any kind under the gifts policy.

Where a staff or board member is concerned that the gift could be viewed as a possible act of bribery or corrupt behavior they should terminate the conversation and report their concerns to the CEO or Board.

3. Gifts of nominal value

In some cases gifts of nominal value may be accepted particularly where the rejection may cause unnecessary distress or offence. Common examples of these include:

- Calendars
- Fridge magnets
- Pens
- Food
- Flowers

4. Linked policies

- Reducing the risk of fraud and corruption
- Code of conduct

5. Gift register

NSCH will maintain a gift register. For all gifts or benefits with a fair value of \$25 or more, the description of the gift, value, name of donor, name of recipient and reason for accepting or declining the gift must be recorded in register.

In some cases the gift may be given to another charity or not for profit organisation when that is considered more appropriate.

The gift register will be monitored by the Board.

6. Complaints and appeals

Any person who believes that there has been a breach of this policy can complain using the *Reducing the risk of fraud policy*.

7. Quality assurance

- All staff, tenants, applicants, board members, contractors and suppliers are aware of the no Gifts policy.
- Any gifts that are received are recorded in the gift register.

8. Approval

This policy and procedure was approved at the Board meeting held on the 26th March 2009. This policy and procedure is effective as from 27th March 2009.