

# NEW GIFT POLICY GUIDE: REAL LIFE **EXAMPLES**

DOJ staff should not expect to receive gifts, benefits or hospitality for doing a job they are paid by the public to do. **In most situations, 'thanks' is enough.**

## Flying worst class?

**SITUATION:** John needs to attend a training on new record-keeping standards. The trainer offers to fly John to Melbourne for a presentation next week because the training is highly interactive and better in person. **Can John accept the free flight?**

**RESOLUTION:** John must advise his output manager that the travel has been offered. If John shares the knowledge from the training in writing to relevant co-workers after returning, the output manager may choose to approve the flight. If accepted, the flight must be declared and reported publicly if it exceeds \$100.

## There's no accounting for taste.

**SITUATION:** Justine is evaluating new accounting software. One of the potential software providers offers to meet Justine for lunch to discuss his proposal. **Can Justine meet the provider for lunch?**

**RESOLUTION:** Justine can meet the provider for lunch to discuss the software, but must make it clear that she will pay for herself. Under no circumstances can Justine allow the provider to pay for lunch.

## Frequent Fryer

**SITUATION:** Misha stops by the same takeaway every Wednesday for a minimum chips to break up the work week. The shop has a 'frequent buyer' card that gives Misha every tenth minimum chips free. **Can Misha accept the free chips?**

**RESOLUTION:** If the promo is for all customers, the free chips are acceptable and not considered a gift or declarable.

## Do you want the good news or bad news first?

**SITUATION:** Carlos works in communications and receives a \$45 gift basket from a new reporter at a local paper. **Does Carlos have to declare the basket?**

**RESOLUTION:** Regardless of value, accepting this gift might create a potential or perceived conflict of interest, so Carlos must decline and immediately return the basket. Provided he returns it, Carlos doesn't have to declare it.

## Scone with the wind

**SITUATION:** Mei's corner café gives her a free scone every day. **When does Mei have to declare the scones?**

**RESOLUTION:** Per the policy, regularly occurring modest refreshments that add up to at least \$100 in a year are considered a gift and once the \$100 threshold is reached, Mei must declare the receipt of each scone.

## DID YOU KNOW?

There is no need to declare gifts received from co-workers as long as they don't create a conflict of interest.