



Conflict of Interest Procedure

Information Sheet: Gift and Benefits

Purpose -

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. This document aims to provide clarification regarding acceptable and unacceptable gifts and benefits in the workplace and 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 publically it would not be detrimental to the University of Adelaide's reputation.
- If a gift of benefit exceeds the value of \$250, the individual must disclose the gift or benefit to their Manager/ Supervisor (for staff) or University contact person (for affiliates).
- All gifts and benefits over \$500 must be disclosed on the gift and benefit register and approved using the [Disclosure of Conflict of Interest Form](#) and added to the gift and benefit register ([Appendix A](#))

Q2 Examples of Appropriate Gifts and Benefit?

- Modest, consumable and infrequent gifts and benefits, e.g; 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, e.g. pens, hats and office stationary.
- Attendance at a local event that is reasonably related to a legitimate business purpose and 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 key note speakers, door prizes.

Q3 Examples of Inappropriate Gifts and Benefits?

- Cash, valuables of any kind or amount, including gift cards, cheques and shares.
- Any gifts or benefits that may be deemed inappropriate, influential, excessive or a bribe by a 'reasonable' person.
- Any gifts or benefits that may be deemed "gifts of influence". (Gifts given to influence favourable treatment in the future such as, 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 official duties and requirements of your role.
- Gifts or benefits that the gift giver is not permitted to give.
- 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.

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Q3

Examples of Inappropriate Gifts and Benefits continued.

- Additional services offered by contractors and service providers of the University of Adelaide to a staff member for personal use at a discounted rate or in an attempt to retain the business of the University of Adelaide.
- Gifts or benefits which would pose any cost to the University of Adelaide, up to and including lost time and attending events and travel costs.
- Inappropriate, distasteful, offensive entertainment.
- Illegal items, substances or benefits. All gifts should be in accordance with local law.

Q4 **What if I am offered a travel upgrade?**

- In some instances travel may be approved to accept a gift or benefit.
- Travel may be local, interstate or international depending on the invitation and the context of the legitimate business relationship and business related purpose.
- The primary purpose of the travel must be business related.
- If any kind of travel upgrade is offered to a staff member, there must be no cost incurred by the University of Adelaide and the travel upgrade should not be paid for by an external organisation.
- All travel must be approved via the University travel process.

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

- In some instances a gift may not be appropriate and in keeping with the University of Adelaide gift and benefit information sheet but it may be offensive or impractical to decline. These instances should be reported to the staff member's Manager/ Supervisor as soon as practicable and the Gift and Benefit register should be updated.

Further Information

If you require further information, please contact the Human Resource Service Centre on 831 31111 or complete an [Online Enquiry Form](#).

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