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Memorandum

To: All Staff
From: Professor Jim Bishop
Cc:
Date: 28 March 2007
Subject: Policy – Receiving Gifts and Benefits

Please find attached the Cancer Institute NSW policy and code of conduct relating to the management of gifts and benefits that maybe offered to staff from time to time from persons external to the Cancer Institute NSW.

In summary, this policy and code of conduct outlines the following:

- Gifts and benefits that must not be accepted
- Gifts and benefits that may be accepted
- What you must do with a gift or benefit where it cannot be returned, and the appropriate recording and documentation required in such instances.

This is effective immediately, and it is important that you take the time to read and familiarise yourself with this policy and code of conduct. Should you require more information or clarification please contact David Sabanayagam in Finance.

Kind regards

Yours sincerely

JAMES F BISHOP MD MMed MBBS FRACP FRCPA
CHIEF CANCER OFFICER & CEO, CANCER INSTITUTE NSW
PROFESSOR OF CANCER MEDICINE, UNIVERSITY OF SYDNEY

Cancer Institute NSW Receiving Gifts and Benefits Policy and Code of Conduct

During the course of your work at the Cancer Institute NSW, you may be offered gifts or other benefits. Gifts and benefits may be offered with the intention of winning favours or to influence your behaviour inappropriately. As such, a gift may cause you to act partially in the interests of the person or agency who provided the gift, rather than in accordance with public duty. Types of gifts offered to officials within the public sector may include gifts of influence, gifts of gratitude and token gifts. Each gift carries with it different risks that should be considered when deciding whether or not to accept it.

Gifts and benefits that must not be accepted

Gifts of money must always be declined. To solicit money or accept any offer of money could constitute a bribe and may be treated as an offence under the Crimes Act and/or the Public Sector Employment and Management Act 2002. This includes offers of money to cover expenses for trips to view samples of work, or to expedite the work of the agency. If you are offered a gift of money it must be refused and the incident reported your Manager immediately.

Gifts amounting to a value more than \$50 (nominal value) must be declined. These may include items such as tickets to sporting events or other entertainment, jewellery, works of art, discounted products for personal use, use of facilities such as gyms and holiday homes and discounted travel. When a gift is received that amounts to a value above \$50, it must be returned to the sender with a letter advising that it is against the policy of the Cancer Institute NSW to accept gifts. In such instances a Gifts and Benefits declaration form must be completed indicating on the form that the gift has been returned.

Where the Cancer Institute is involved in tendering, potential suppliers may want to demonstrate their product or service at another location. In this situation, **offers of travel and/or hospitality** (beyond simple refreshment), should be declined. It is also not permitted to accept **frequent flyer points** from any airline when travelling on official business.

Contracts with suppliers of goods and services should specify that gifts and benefits must not be offered to staff.

Gifts that may be accepted

Token gifts, including marketing objects such as key rings, calendars, pens and mugs as well as **gifts amounting to (the nominal value) or less**, for example flowers, chocolates or a modest bottle of wine may be kept. It is not necessary to declare gifts of this nature.

Gifts and Benefits: What you must do

There may be instances where it is inappropriate to return a gift amounting to more than the nominal value, if, for example, it would cause significant embarrassment or be deemed impolite. In such instances, the gift must be disposed of in an appropriate and transparent manner. Examples of such gifts could be flowers, hampers, expensive chocolates delivered to the Institute or handed personally to an employee of the Cancer Institute NSW. There are several options for the disposal of gifts and

the option selected should be dictated by the nature of the gift and the circumstances in which it was received. Options for disposing of the gift include sharing the gift amongst staff, holding a fundraiser with the gifts as prizes, donating the gift to an appropriate charity or holding an auction with the proceeds going to charity. Personalised gifts such as plaques would be best kept within the Cancer institute.

Offers of such gifts amounting to more than \$50 in value should be reported in writing to your Manager via the Gifts and Benefits declaration form, located in Microsoft Word templates. Once completed, and signed by your Manager, the form is filed in a 'Gift Register' folder maintained at Reception. Each form will be logged and numbered for reference.



Gifts and Benefits Register

Date: _____

Offered to: _____

Offered by:

Name: _____ Position: _____

Agency: _____ Contact details: _____

Reason for offer:

Description:

Estimated value (\$): _____

Signature of recipient: _____

Name: _____ Position: _____

Date: _____

Decision regarding gift:

Senior officer's signature: _____

Name: _____ Position: _____

Date: _____