



Title: Gift and Hospitality Policy
Section: Organisational

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Policy Statement

UBC recognises its responsibilities as a charity and as such, must ensure that financial decisions and actions of those employed by UBC, members and volunteers are not influenced by personal considerations. This policy concerns the receipt and the provision of personal gifts and hospitality to ensure that UBC employees, members and volunteers maintain integrity, accountability and transparency.

Purpose and Scope

- UBC employees, members and volunteers understand their obligations to UBC with respect to the acceptance and provision of gifts, favours, entertainment and services;
- UBC employees, members and volunteers do not accept personal gifts and or hospitality on behalf of the organisation;
- UBC employees, members and volunteers exercise judgment in such situations and only accept invitations on behalf of the organisation that are appropriate to the circumstances;
- UBC will only provide hospitality or gifts when the reason for expenditure is justifiable in regards to UBC's core business, raising money for sick and disabled children in Victoria;
- Outline of consequences of breaching this policy;
- The policy applies to all Directors, Employees – full-time and part-time and all members and volunteers.

Definitions

UBC: The Uncle Bobs Club

State Committee: Directors of the Uncle Bobs Club

Policy

1. Acceptance of Gifts and Hospitality

- 1.1 UBC will only provide hospitality or gifts when the reason for expenditure is justifiable in relation to UBC's core business and a justifiable use of charitable funds where;
 - a. It can be demonstrated that the hospitality or gifts furthers the ability of UBC to raise further money for sick and disabled children or;
 - b. Promotes UBC in a positive way that could lead to raising further funds for sick and disabled children.
- 1.2 Employees, members and volunteers are not to solicit gifts, benefits or hospitality for personal use in the name of UBC.
- 1.3 Any offers of hospitality to employees, members and volunteers on behalf of UBC must be declared to State Committee regardless of the value.
- 1.4 If a request for funding has been submitted, employees, members and volunteers are not to accept any gifts or hospitality from any individual or group that may be involved in the submission.

2 Provision of Hospitality or Gifts

- 2.1 UBC may provide hospitality for a number of valid reasons, such as;
 - a) Receiving guests (for example a visitor from the Good Friday Appeal, MFB, CFA, 7/11 or Freemasons), or hosting a meeting held over lunch or dinner time.
 - b) Facilitating relationships between third party organisations that are in the interests of helping UBC raise funds or further publicity.
 - c) Celebrating an Event or Fundraiser.
- 2.2 When providing hospitality, the Executive Officer and/or State Committee members must ensure that the provision of hospitality upholds the reputation of UBC and external guests.
- 2.3 Costs for the provision of hospitality must be within budget, approved by State Committee and should be proportionate to the number of attendees, be modest in nature and procured at competitive rates.
- 2.4 The number of employees attending official functions should be restricted to these employees who will be able to advance public business and whose duties directly relate to the event.
- 2.5 The supply of alcohol at any event must be considered on a case-by-case basis and in line with UBC's obligations under the Occupational Health and Safety Act 2004 and the Responsible Service of Alcohol requirements. The provision of alcohol should be incidental to the overall level of hospitality provided.

2.6 UBC credit cards are not to be used for refreshment and entertainment expenditure in accordance with the rules governing the use of UBC credit cards.

2.7 Requests for branded gifts must be made through the Marketing Committee, who will raise it with State Committee.

Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

Associated Policies, Procedures and Other Documents

- Rules governing the usage of UBC Credit Cards
- Finance Policy
- Finance Procedure Manual

References

- N/A

Policy Name: Gift and Hospitality Policy

Responsible Director: State Treasurer

Functional Area: Organisational

Date adopted: 25 November 2018

Review Date: 25 November 2021

Review History

Date	Review Details	Action

GIFT AND HOSPITALITY POLICY

I confirm I have read and understood the Gift and Hospitality Policy .

Staff Signature Date

Print Name