This declaration form supports the Victoria University’s Gifts, Benefits and Hospitality Policy. Employees must declare all non-token offers of gifts, benefits and hospitality (whether accepted or declined) on and seek written approval from their manager or organisational delegate to accept any non-token offer. For the purpose of this Policy, the University defines a reportable gift or benefit as **$500** or greater in value.

**Further information can be found at:**Policy: [Gifts, Benefits and Hospitality Policy](https://policy.vu.edu.au/document/view.php?id=47)

Procedure: [Gifts, Benefits and Hospitality Procedure](https://policy.vu.edu.au/document/view.php?id=48)

Victorian Public Sector Commission: <http://vpsc.vic.gov.au/resources/gifts-benefits-and-hospitality-resource-suite/>

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| --- | --- |
| **Individual to complete:** | |
| 1. Declaration date |  |
| 1. Name, position and unit/division |  |
| ***Details of the gift, benefit or hospitality*** | |
| 1. Date offered |  |
| 1. Describe the gift, benefit or hospitality offered |  |
| 1. Estimated or actual value |  |
| 1. Offered by (name of individual/organisation making the offer) |  |
| 1. Is the person or entity making the offer a business associate of the organisation (Y/N)? If yes, describe the relationship between them and the organisation. If no, describe the relationship between you and the person or organisation making the offer. |  |
| 1. Reason for making the offer |  |
| 1. Would accepting the offer: 2. create an actual potential or perceived conflict of interest exist (Y/N); or 3. bring you, the organisation or the public sector into disrepute (Y/N)?   **(If either is answered YES, then the offer must be declined in accordance with the minimum accountabilities)** | ***Detail of conflict of interest:*** |
| 1. Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer, i.e. does it meet the following: 2. it was offered during the course of the your official duties (Y/N); and 3. it relates to your official responsibilities (Y/N); and 4. it has a benefit to the organisation, public sector or State (Y/N).   **(If NO then offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities).** | ***Detail of business benefit:*** |
| 1. I accepted the offer **YES / NO** | ***Signature:***  ***Date:*** |

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| **Manager to complete:** | |
| 1. Name, position and unit/division |  |
| 1. Relationship to employee |  |
| ***Complete if individual declined offer*** | |
| 1. I have reviewed this declaration form and submitted it for inclusion on the organisation’s gifts, benefits and hospitality register. | **Signature:**  **Date:** |
| ***Complete if individual accepted offer*** | |
| 1. I have reviewed this declaration form and, confirm that, to my knowledge, accepting this offer: 2. does not raise an actual, potential or perceived conflict of interest for the individual or myself; **and** 3. will not bring the individual, myself, the organisation or the public sector into disrepute; **and** 4. will provide a clear business benefit to the organisation, the public sector or the State. | **Signature:**  **Date:** |
| 1. Detail decision regarding ownership of tangible offers (e.g. specify whether employee retained gift; transferred to organisation’s ownership; returned to offer or; donated to charity etc.) |  |
|  | |
| **Please submit form to** **email:** [compliance@vu.edu.au](mailto:compliance@vu.edu.au)  Portfolio of the Vice-President (Planning) and Registrar  Building K, Footscray Park Campus  Victoria University, Melbourne, Australia  The completed form will be submitted for inclusion on VU’s gifts, benefits and hospitality register. | |