

# HOST Questions

<b>H</b>	<b>Hospitality</b>	<ul style="list-style-type: none"> <li>• To whom is the gift or hospitality being provided?</li> <li>• Will recipients be external business associates, our employees, or a mixture of both?</li> </ul>
<b>O</b>	<b>Objectives</b>	<ul style="list-style-type: none"> <li>• What is the business reason for providing the hospitality?</li> <li>• Will it further the conduct of official business?</li> <li>• Will it promote and support VU policy objectives and priorities?</li> <li>• Will it contribute to staff wellbeing and workplace satisfaction?</li> </ul>
<b>S</b>	<b>Spend</b>	<ul style="list-style-type: none"> <li>• Will the cost be proportionate to the benefits obtained?</li> <li>• What type of hospitality will be provided?</li> <li>• Will the hospitality be modest or expensive?</li> <li>• If alcohol is to be provided, why? Would it be a courtesy or an indulgence?</li> <li>• Is an external venue necessary or can VU host the event?</li> <li>• Is the catering or hospitality proportionate to the number of attendees?</li> <li>• Does the size of the event and number of attendees align with the intended outcomes?</li> <li>• If a gift is to be given, is it symbolic rather than financial in value?</li> </ul>
<b>T</b>	<b>Trust</b>	<ul style="list-style-type: none"> <li>• Will public trust be enhanced or diminished?</li> <li>• Will the gift, benefit or hospitality be proportionate to public expectations or seen as excessive?</li> <li>• Is there a conflict of interest?</li> <li>• Could you publicly explain the rationale for providing the gift, benefit or hospitality?</li> <li>• Will the event be conducted in a manner which upholds the reputation of the public sector?</li> <li>• Have records in relation to the gift or hospitality been kept in accordance with reporting and recording procedures?</li> </ul>