

Accepting Gifts, Benefits and Hospitality Decision Table

The following decision table provides a guide for the acceptance or declining of gifts, benefits or hospitality. In the table below, “gift” is to be read as the receipt of a gift, benefit or hospitality.

Criterion	If YES	If NO
Is the gift one of money or readily exchanged for money?	Refuse the offer.	Could consider acceptance of gift. Complete a Reportable Gifts, Benefits or Hospitality form if a Reportable Gift.
Is it offered to encourage you to give favourable treatment in your capacity as an employee of VU?	Refuse the offer.	Could consider acceptance of gift. Complete a Reportable Gifts, Benefits or Hospitality form if a Reportable Gift.
Could the gift be seen by other people to influence your behaviour as a University employee?	Refuse the offer.	Could consider acceptance of gift. Complete a Reportable Gifts, Benefits or Hospitality form if a Reportable Gift.
Will you or the University be making important decisions regarding the gift giver (or their organisation) in the near future?	Refuse the offer.	Could consider acceptance of gift. Complete a Reportable Gifts, Benefits or Hospitality form if a Reportable Gift.
Is the gift expensive (estimated value >\$200)?	Discuss possible acceptance of gift with Supervisor and report decision via Reportable Gifts, Benefits or Hospitality form.	Could consider acceptance of gift. Inexpensive gifts are generally not reportable.
Have you or another person received other	Consider the cumulative amount of gifts received	Could consider acceptance of gift.

gifts from this person or organisation recently?	by you in the last 12 months. Discuss possible acceptance of gift with Supervisor; report decision via Reportable Gifts, Benefits or Hospitality form.	Complete a Reportable Gifts, Benefits or Hospitality form if a Reportable Gift.
If the offered benefit is of a service, access to an event or privilege, could it be reasonably seen to have a value to the individual in excess of any cash value? (ie tickets to a sold-out event)	Refuse the offer.	Could consider acceptance of gift. Complete a Reportable Gifts, Benefits or Hospitality form if a Reportable Gift.
If the offered benefit is hospitality, would it be considered to be excessive by everyday standards? (The Reportable value of \$200 is only a guide here, as hospitality under this threshold may be considered extravagant)	Refuse the offer.	Staff member may accept the hospitality. Examples may include: Hot and cold beverages offered during the course of a business meeting (but generally not alcohol); Working lunches provided during lengthy sessions which are not excessive or costly.

After considering the decision-points above (and undertaking discussion with your Manager), a decision may be made:

1. to decline the gift;
2. for the individual to accept the gift for personal retention / use; or,
3. to accept the gift for retention / use by the University.