



### **Gifts, Commissions & Benefits**

NYCH acknowledges that staff may be offered gifts from service users, families or other organisations from time to time. Acceptance of gifts is not encouraged, however, it is recognised that there are circumstances where it is good practice to accept the offered gift. All staff are encouraged to be sensitive to the cultural practices and individual circumstances of clients when dealing with this issue.

As a general rule, no staff member should accept a gift or benefit if it is intended or likely to cause an employee to:

- Use a particular business or business product
- Perform their job in a particular way, which the employee would not normally do; or
- Deviate from the proper or usual course of duty.

Staff may accept token gifts or benefits of nominal value (gifts / benefits valued at \$20.00 or less are considered nominal) when there is no possibility that the employee might be, or might be perceived to be, compromised in the process.

Gifts and benefits with a greater than nominal value should be declined, or promptly returned in instances when the gift / benefit has been left for collection by an employee. In special and extraordinary circumstances, for example, when refusal would offend or upset the giver, gifts and benefits with higher than nominal value can be accepted only if:

- Permission is granted by the CEO, and/or
- The employee reports the receipt of the gift to the CEO to determine how to make use of the gift; and/or
- The gift or benefit is accepted on behalf of NYCH for use, distribution or consumption by other staff or clients, or accepted for use for fundraising.

Staff must not take advantage or seek to take advantage of their position to obtain a benefit, either for themselves or someone else.

Under no circumstance can gifts of money be accepted, unless it is a donation to NYCH.

Token gifts from sales representatives/businesses that are of use to the organisation or our clients should be donated to NYCH if appropriate.