

# RESPONDING TO GIFTS, BENEFITS AND HOSPITALITY

Public officials do not seek offers of gifts, benefits and hospitality.

## Have you been offered a gift, benefit or hospitality?

Offers include:

- items or services (e.g. chocolates, bottle of wine, door prize, free training course)
- benefits (e.g. promise of new job, discounted services)
- hospitality (e.g. food, drink, travel, accommodation, attending sporting or cultural events)

YES

## Is it prohibited?

- Is it **money** or similar to money (e.g. gift vouchers) or easily converted to money (e.g. shares)?
- Would accepting the offer create a **conflict of interest** (e.g. perceived as influencing your decision to award a contract, set policy, or regulate a service)?
- Would accepting the offer bring your integrity, or that of your organisation, into **disrepute**?

YES

## Is it a token offer?

(i.e. of inconsequential or trivial value)

YES

## Refuse the offer

If cannot immediately refuse, either return the offer or transfer ownership to your organisation

NO

## Refuse and declare the offer\*

If cannot immediately refuse, either return the offer or transfer ownership to your organisation

NO

## Is it a token offer?

(i.e. of inconsequential or trivial value)

NO

## Does it have a business benefit?

YES

## May accept & then declare the offer\*\*

YES

## Have you received multiple offers from the same source?

NO

## May accept the offer

YES

## May refuse the offer#

\* Generic, bulk event invitations that are declined (e.g. spam email offers) do not need to be declared.

\*\* Hospitality from Victorian public sector organisations does not need to be declared.

# More than one token offer may be accepted. However, care should be taken to ensure that multiple offers are not used as a device to avoid offers being recorded on the register.