

# WORONI

## Australian National University Student Media

### GIFTS AND ENTERTAINMENT POLICY

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1. Purpose:

To provide guidelines to Editors and volunteers when receiving gifts and to specify when the provision of entertainment and hospitality is appropriate, and the level of accountability for these activities

2. Scope:

This policy applies to all Editors and volunteers of the association

3. Other Policy Documents:

This policy should be read in conjunction with the Association's Constitution and Expenses and Reimbursements, Fraud Management and Payments to Individuals policies

4. External Provision of Gifts, Entertainment and Hospitality:

1. Editors and volunteers should discourage the receipt of any gift or benefit in connection with the performance of their duties. If an individual is presented with a gift or benefit in connection with the performance of their duties in an official capacity, such gifts belong to Woroni
2. These gifts or benefits must be declared to their Editor, or in the case of an Editor to the Editor-in-Chief, or in the case of the Editor-in-Chief to the Deputy Editor-in-Chief
3. If the value of the gift is equal to or less than \$50 AUD and the gift has no obvious inscription/indication that it is a presentation to the organisation, the Editor/Editor-in-Chief/Deputy Editor-in-Chief may re-gift the gift to the recipient
  - a) Subject to this, the maximum allowable annual value of such re-gifting to an individual must not exceed \$200
4. A gift register must be kept of the declaration and whether or not the gift was re-gifted to the recipient
5. Gifts may include, but are not limited to:
  - a) Money in cash or kind;
  - b) Merchandise
  - c) Special personal discounts; or
  - d) Any item or benefit providing personal gain or gratification or which could be seen to compromise either the Editor or volunteer or the organisation
6. This policy does not prevent an Editor or volunteer from accepting an invitation to an artistic, social, sporting or cultural function provided it does not include paid travel, accommodation or hospitality. Such invitations include tickets or press passes issued to Editors and volunteers for the purpose of publishing reviews, however the receipt of tickets or press passes should not bias such a review. Invitations must also be recorded in the gift register

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7. Where an Editor or volunteer is offered hospitality in connection with their position, they should use their discretion to decide whether or not the provision of such is appropriate. When exercising this discretion, Editors and volunteers should consider factors including but not limited to:
    - a) The cost of the hospitality
    - b) The context in which the hospitality is being provided (i.e. interview, briefing, meeting etc.)
    - c) The possible outcome, whether intended or unintended, which would result from accepting the hospitality - might or might be seen to bias the Editor or volunteer?
  8. Where an Editor or volunteer is unsure after considering the factors in 4.7 a)-c) they should refuse the hospitality and clarify with the Managing Editor whether such a provision of hospitality would be appropriate in the future
5. Internal Gifts, Entertainment and Hospitality:
1. The provision of entertainment, hospitality and gifts to Editors and volunteers to further organisational objectives is a legitimate activity, as a student funded body however, high standards of accountability must be maintained
  2. Expenditure on entertainment and hospitality must be:
    - a) In the furtherance of the organisation's interests;
    - b) Properly documented; and
    - c) Available for scrutiny by internal and external audit
  3. For any expenditure on entertainment, hospitality and gifts outside of meeting catering (defined as catering for any staff meeting, executive/board meeting, AGM, OGM or SGM) or catering otherwise exempted by this policy, formal approval must be obtained in writing prior to the event from the Editor-in-Chief or Managing Editor
  4. Expenditure of this nature must also be of a reasonable amount, being no greater than two-thirds of that outlined in the [Australian Taxation Office's Table 1 of Reasonable amounts for domestic travel expenses](#)
6. Policy Details:

This policy replaced the previous Gifts and Entertainment Policy on 13/10/2022