

GIFTS & HOSPITALITY POLICY

Name	Gifts & Hospitality Policy
Level	Governance
Responsibility Of	Director Enterprise, Finance and Property
Owner/Approver	Trust Board
Approval Date	2022
Next Review	2024

Introduction

Auckland War Memorial Museum (Auckland Museum) workers may from time to time be offered gifts or hospitality from third parties such as current or potential suppliers and service providers.

Workers need to understand that this is a sensitive area where perception is very important. Compliance with this policy will assist workers and the Auckland Museum to assess if accepting the gift or hospitality is appropriate.

Purpose

The policy sets out when it is appropriate to accept gifts or hospitality and establishes a threshold for when these can be accepted. It also outlines how to declare, record and handle any gifts or hospitality accepted or declined.

The policy aims to assist workers to avoid any perception of impairment of their objectivity or impartiality.

Scope

The policy applies to all workers (see definition of “workers” below) of the Auckland War Memorial Museum (Auckland Museum).

As a general principle, Museum employees should not accept gifts or benefits. The main implication of accepting a gift or benefit is that it may result in an actual or perceived conflict of interest.

However, it is accepted that minor gift giving, and the offer and acceptance of hospitality, is a normal part of doing business to ensure effective stakeholder relationships and that there are circumstances in which refusal of a gift can cause offence.

Balanced judgement and common sense are therefore required when dealing with offers of gifts and benefits, taking into account the reasonable expectations of stakeholders.

Objectives

The objective of this policy is to ensure that a record of all gifts and hospitality given and received is accurately recorded. This will ensure transparency and accurate record keeping of all gifts and hospitality transactions across the Auckland Museum.

Gifts & Hospitality Policy Statements

All Auckland Museum workers are required to be fair, impartial, responsible and trustworthy, and act in a way that maintains public confidence in the Auckland Museum.

Consequently, Auckland Museum workers must:

- avoid any situation where actions they take in an official capacity could be seen to be influenced by their private interests or to create an obligation to another party
- be very careful about accepting gifts or hospitality and always be aware of the public perception that can result from accepting gifts and hospitality
- abide by this policy along with the Auckland Museum Code of Ethical Conduct

Definitions

“Gifts” may be items or services (e.g. chocolates, flowers, gift vouchers) and includes such things that you are given or win (e.g. merit-based prizes whether monetary or otherwise) at a hospitality event to be taken home. Spot prizes, raffles and other prizes awarded on a random or chance basis are not considered gifts for the purposes of this policy. Gifts are also other items such as toanga, books, pens, medallions and other similar non-cash items to the value of \$100 (exclusive of GST).

“Hospitality” is any item or service (e.g. food, drink, transportation or accommodation) provided by a party to be consumed at a function (e.g. networking function, conference, speaking engagement), and includes the provision of services associated with the function (e.g. travel). Hospitality does not include items that you or the Auckland Museum have paid for (e.g. official conference dinner).

“Workers” are defined as being current employees (part and full time), those working from home, contractors, people seconded to the Museum, volunteers and those who hold an interest in the management and governance of the Museum.

Gifts & Hospitality Policy Criteria

Gifts and Hospitality

Auckland Museum workers must not accept gifts or hospitality unless there is a clear business benefit to the Auckland Museum. A business benefit is one that furthers the Auckland Museum business, relationships and interests. The business benefit must be identifiable and able to be recorded e.g. when a worker is speaking at a conference and their conference and travel costs are paid for by the conference organiser.

Workers must adhere to the Conflicts of Interest policy and Employee Responsibility Policy. Workers must not solicit any gift or hospitality from any person or organisation.

As stated above, unless there is a clear business benefit to the Auckland Museum, workers must not accept prohibited gifts and hospitality.

Prohibited gifts are those that are worth more than \$100 excluding GST and are defined as being:

- money, shares or similar
- gift vouchers or similar
- gifts received when performing tendering or procurement activities
- hospitality offered in connection to the workers role at the Museum
- any other gifts offered while engaging in Museum activities

Threshold for Accepting Gifts and Hospitality

Workers must seek permission in advance of accepting gifts and benefits over a commercial value of \$100.00 excluding GST prior to accepting the gift.

Permission may be granted by a Head of Department or Manager at Tier 3 to accept a gift valued above \$100 excluding GST that has been received by an employee and will be used for Museum purposes.

A Director has the ability to use their discretion and may be asked to assist a Head of Department or Manager at Tier 3 in granting permission in some circumstances e.g. when it is inappropriate not to accept the gift.

Gifts and Hospitality Register

Gifts and hospitality with a value of \$100 excluding GST or more are to be recorded on the gifts and hospitality register maintained by the Governance and Risk Manager.

The Register to also include gifts and hospitality that was not accepted or that was declined.

Authorities / Approval Process

The Trust Board is the owner of this Policy and is responsible for approving any amendments.

Review Process

This policy will be reviewed on a two-year cycle.

Approved by the Trust Board – 8 December 2022