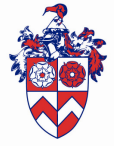


Policy Regarding Staff and Board Members Receiving Gifts



Rationale

Effective financial management of the school means that management decisions affecting the school will not be influenced by those providing or wishing to provide services to the school offering gifts to staff or board members.

Guidelines

1. It is not unusual for contractors to provide small gifts to College staff such as a bottle of wine at Xmas time. Similarly, visitors from overseas often provides gifts to the school, because they have appreciated being hosted by our Sports Department or Languages Faculty or some other group within the school. It is acceptable for staff members to accept such gifts.
2. Gifts worth more than a nominal amount, however, should not be encouraged, cannot be accepted, and need to be referred by staff to the Principal or by Board Members to the Board Chair.
3. Staff and Board members are not to accept offers of product or services from outside the school in return for those staff or board members attempting to influence a decision of the College to buy products or services from whoever is offering the inducement.



Signed for the Board of Trustees

22 May 2008

Date Reviewed