

Gifts, Benefits and Hospitality

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| Category: | Governance | Policy Number: | PRO120.3 |
| Reviewer: | Director Finance, Risk and Governance | Revision: | 002 |
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Purpose

The purpose of this procedure is to ensure that stakeholders have a high degree of trust and confidence in HPV and its procurement practices. Specifically, this includes:

- building business and community confidence in the integrity of HPV procurement processes;
- encouraging and enabling purchasers and supplier businesses to deal with each other on the basis of mutual trust and respect;
- improve market engagement process and procurement outcomes.

Details of the policy statement to support the application of the Gifts, Benefits and Hospitality Procedure is referenced within the POL120 Code of Conduct Policy.

Application

This procedure applies to all employees engaged by HPV including all members of HPV Board and Committees, employees, contractors, secondees, employees from other organisations working at HPV, and any other stakeholders engaged by HPV to perform a service – herein referred to as ‘Employee’.

Health Purchasing Victoria (HPV) has transitioned to an expanded role within Victoria and is rebranding itself as HealthShare Victoria (HSV). Any reference to HPV in this document, including references in any external document or instrument will also extend to HealthShare Victoria (HSV) that may be referenced as the same.

Definitions

HPV means Health Purchasing Victoria, established pursuant to section 129 of the *Health Services Act 1988* (Vic).

Conflict of Interest occurs when an employee's private interest conflict with their public duty. Employees have a duty to always resolve a conflict of the public interest, not their own.

Employee is a person who is directly employed or otherwise engaged by HPV as a contractor or who is a statutory director of the HPV Board or Board sub-committee.

Gift means the giving of free or heavy discounts, intangible benefits or hospitality exceeding common courtesy that are offered to HPV employees in connection with HPV work.

Benefit means preferential treatment, privileges, favours or other advantage intended impart a reciprocal benefit or favourable decision.

Hospitality means the friendly reception and treatment of guests. Hospitality can range from offers of light refreshment at a business meeting to restaurant meals and sponsored travel and accommodation. This

excludes the provision of meals that may be accompanied to the attendance of conferences or training programs.

Value means the estimated or actual value of a Gifts, Benefits or Hospitality in Australian dollars, including the cumulative value of Gifts, Benefits or Hospitality offered by the same individual or organisation within a 12-month period.

Nominal Value means the material value of Gifts, Benefits or Hospitality offered and is set at a defined threshold between zero and \$20. Irrespective of dollar value, a Gift, Benefit or Hospitality offered that may create a reasonable perception that an employee could be influenced must be refused.

Procedures

HPV Employees must always act with integrity, impartiality and honesty. Employees must not accept Gifts, Benefits or Hospitality that may create or is perceived to create a Conflict of Interest. Other than items of a Nominal Value, Employees must decline Gifts, Benefits or Hospitality unless there is a legitimate business reason.

HPV Employees will:

- seek approval from their Manager before accepting all offers of Gifts, Benefits or Hospitality greater than \$20 (where possible) and record all offers greater than \$20 on the 'Gifts and Benefits Register' as soon as practicable.
- immediately report all offers of Gifts, Benefits or Hospitality greater than \$20 to their Manager where it is not possible to obtain Manager approval prior to accepting the offer and ensure all offers of gifts or benefits are recorded on the 'Gifts and Benefits Register' as soon as practicable;
- under no circumstances accept money or other Gifts, Benefits, Hospitality or any other gratuity for themselves, family member or other associate;
- not solicit Gifts, Benefits, Hospitality or any other gratuity for themselves, family member or other associate;
- refuse all offers of Gifts, Benefits, Hospitality or other gratuity that could be reasonably perceived as undermining the integrity and impartiality of HPV or themselves;
- refuse all offers of Gifts, Benefits, Hospitality or other gratuity from people or entities regarding whom they are likely to make decisions, or otherwise place themselves in a compromised position;
- seek advice from their Manager if unsure about how to respond to an offer of a Gift, Benefit or Hospitality including money;
- declare any matter which they believe has or may undermine the impartiality or independence of their judgement or actions.

Reporting and Compliance

Reporting

Employees must report breaches of these procedures to their line manager as soon as possible. Line managers must immediately report breaches of these procedures to their Director and the Director Finance, Risk and Governance. Any reported breaches are held in confidence and following the requirements of PRO140.2 Public Interest Disclosure Procedure.

All HPV employees shall complete an annual attestation confirming that they have complied with the spirit and intent of this Procedure. In addition, HPV employees must complete the Gifts and Benefits Register as soon as practicable after an offer of a gift or benefit has been made.

In order to review the operation of this Procedure, the Director Finance, Risk and Governance shall report gifts and benefits received or offered to HPV Employees at least annually to the Finance Audit and Risk Management Committee.

Compliance

These procedures must be followed by all Employees. Employees are expected to comply with both the spirit and intent of the Financial Code of Practice and these procedures.

Non-compliance with these procedures may result in disciplinary action being taken by HPV against the Employee. Such action may include (but is not limited to) termination of employment.

HPV has a responsibility to annually publish the details of the Gifts, Benefits and Hospitality Register on its externally facing website.

Appendices

Appendix 1: Annual Gifts, Benefits and Hospitality Attestation

Related Documents

- POL120 Code of Conduct
- PRO120.1 Financial Code of Practice
- PRO140.2 Public Interest Disclosure Procedure

References

- Financial Management Compliance Framework
- Gifts, Benefits and Hospitality Policy Framework issued by the Victorian Public Sector Standards Commissioner

Appendix 1 Annual Gifts, Benefits and Hospitality Attestation

Name of Employee:

I certify that:

- I have read, understand and comply the HPV Gifts, Benefits and Hospitality Procedures;
- In some instances, I may have received a Gift, Gratuity or other Benefit that maybe of a nominal amount; and
- With the exception of any amount declared on the Gifts, Benefits and Hospitality Register, I have not accepted any Gift, Gratuity or other Benefit; and
- Other than my lawful employment entitlements, my family or any other associates has not accepted on my behalf, any Gift, Gratuity or other Benefit in connection with my employment at HPV that has, will or may construe any advantage to them or myself.

Employees Signature and Date:

Name of Manager:

I certify that:

- I have reviewed the Gifts, Benefits and Hospitalities Register and where applicable, confirm all items recorded by this employee to have been considered and approved.

Managers Signature and Date:

Note: In this context to streamline reporting, a Manager is a person who is a direct report to a member of the Executive Leadership Team.

Note: A nominal amount is gift or gratuity with a value equal to or less than \$20 Australian dollars provided to an employee in connection with authorised HPV work.