

Compliance: Gift Policy

Policy No.	C-1		
Version No.	4	Date:	June 20222
Board meeting date of acceptance	June 2022		
Effective date	June 2022		
Review date	July 2024		
Related policies and documents	Probity Policy		

Scope

This policy applies to all staff, contractors, applicants, tenants, and key stakeholders of Amélie Housing.

Policy Statement

This policy sets out the response of Amélie Housing to receive and record receipt of gifts by Amélie Housing staff and outlines the circumstances in which gifts can be accepted or not acceptable.

Compliance

This policy assists Amélie Housing in complying with:

Compliance Document	Section/Number	Area
National Community Housing Standards	5.2 6.3	Good governance Tenancy information systems
Evidence Guidelines National Regulatory Framework for Community Housing	4b	Governance – transparency and accountability

Receipt of Gifts

Amélie Housing is an independent housing organisation offering housing services to those in need.

The independence of Amélie Housing, both actual and perceived, is a key aspect of our business model. All staff act without external influence but must be seen and perceived to act without influence in providing services and interacting with applicants, clients, and stakeholders.

It is against Amélie Housing Probity policy to accept any gift when it can be perceived that the person offering the gift may derive a benefit if the gift is accepted. A benefit may include favourable treatment, allocating more work to suppliers or contractors or perceived faster access to housing.

What is acceptable and what is not?

Under no circumstances are staff to accept a gift from a client, contractor or supplier who has not performed work for the company or accessed services in the prior 12 months.

Clients and suppliers may offer small tokens of appreciation such as food and flowers or small hampers at Christmas. It is acceptable to receive gifts of this nature if they are of nominal value and the gift is offered as the result of a genuine goodwill gesture.

Procedures

If a gift is received, you must:

1. State to the person offering the gift that acceptance of the gift will be recorded in a gift register.
2. Enter details of the gift into the gift register as soon as the gift is received or you return to the office.
3. Ensure that the gift register is countersigned by your supervisor or another senior staff member.

Gifts received should, where possible, be shared amongst all staff.