



Islamic Council of Victoria

ICV Gifts, Benefits and Hospitality Policy

Policy statement:

1. ICV Board members and staff must decline gifts or favours that could cast doubt on their ability to apply independent judgement. This also requires members to be mindful of their public position when accepting or refusing offers that may be made outside their capacity as either a Board member or ICV staff member.
2. Members must not use their position to seek an undue advantage for either themselves, family members, or associates.
3. Members must exercise sound judgment to avoid the perception of a conflict of interest when accepting gifts, benefits or hospitality.
4. Members complete a gifts declaration form whenever a gift, benefit or hospitality is offered which exceeds the nominal value, regardless of whether or not the gift is accepted.

Rationale:

Public trust depends on honest dealings.

The credibility of ICV processes and decision making may be questioned if there is a reasonable perception that:

1. A member, their family or close associates benefit personally from decisions of the Board
2. A member has been persuaded to reach a particular decision or to produce a particular outcome as a result of influence from interested parties.

Purpose and Objectives:

1. To clarify the Board's policy in respect of the acceptance of gifts, benefits and hospitality.
2. To set out the procedure to be taken when gifts, benefits or hospitality are offered.

Application:

This policy applies to all ICV Board members, members of Board Committees, ICV staff members and volunteers.

Definitions:

Benefits

B e n e f i t s are preferential treatment, privileged access, favours or other advantage offered to a member. They include invitations to sporting, cultural or social events or access to discounts and loyalty programs. While their value may sometimes be difficult to quantify in dollars, they may be highly valued by the intended recipient and therefore used to influence their



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behaviour.

Conflict of interest C o n f l i c t s o f i n t e r e s t occur when an employee's private interests conflict with their public duty. Employees have a duty to always resolve a conflict in the public interest, not their own. This may mean that they decline a gift or transfer the gift to their employer's ownership if this is identified as being in the public interest.

Gifts G i f t s are the free or heavily discounted items, intangible benefits or hospitality exceeding common courtesy that are offered to members in association with their connection with the ICV. They may be enduring such as a work of art or consumables such as a box of chocolates. They range in value from nominal to significant and may be given for different reasons.

Gifts declaration G i f t s d e c l a r a t i o n is the form used to declare reportable gifts. Information on the form is transferred to the Gifts Register and filed on a central secure file.

Significant gifts are also recorded on the ICV's asset register

Gifts Register T h e G i f t s R e g i s t e r records the date a gift was offered, information about the donor and recipient, the nature of the gift, its estimated value and how it was handled. The register is maintained by the Board secretary and reviewed by the ICV's Audit and Risk Committee.

Hospitality H o s p i t a l i t y is the friendly reception and treatment of guests. It is hospitable to offer light refreshments in the course of a business meeting or as part of a conference program. Hospitality can range from offers of light refreshment at a business meeting to restaurant meals and sponsored travel and accommodation.

Nominal value N o m i n a l v a l u e refers to the value of a gift offer. Gifts valued above the nominal value set by the Board are reportable gifts and if accepted, must be recorded in the Gifts Register. The nominal value for the purposes of this policy is set at \$150.00.

Irrespective of dollar value, a gift offer that could create a reasonable perception that a member could be influenced must be refused.

Reportable gifts R e p o r t a b l e g i f t s are those that must be recorded on the ICV's Gifts Register. Reportable gifts include both offers of gifts, benefits and hospitality that are not accepted and accepted gifts, benefits and hospitality that exceed the nominal value. The gifts may have been offered to a member directly or extended to them as a guest of their partner or other close relation.

G i f t s f r o m t h e s a m e s o u r c e w h e r e t h e c u m u l a t i v e v a l u e o f t h e g i f t s



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c o n s i d e r e d t o b e r e p o r t a b l e g i f t s .

Principles to be observed in respect of gifts, benefits and hospitality

1. ICV Board members and staff must perform their role impartially in the public interest at all times.
2. The community expects high standards of integrity and impartiality from the peak Muslim body in Victoria. They are expected to:
 - a. earn and sustain public trust
 - b. be honest, open and transparent in their dealings
 - c. make decisions and provide advice without bias
 - d. avoid any real or apparent conflicts of interest
 - e. use their powers responsibly, and
 - f. report improper conduct.

Procedure:

1. ICV Board members and staff must not solicit gifts, benefits or hospitality.
2. ICV Board members and staff must refuse all offers of gifts, benefits or hospitality that could be reasonably perceived as undermining the integrity and impartiality of the ICV or themselves.
3. ICV Board members and staff must refuse all offers of gifts, benefits or hospitality from people or organisations about whom they are likely to make decisions involving:
 - a. tender processes
 - b. procurement
 - c. submissions.
4. ICV Board members and staff must be sensitive to any perceptions that they may be in a position to influence the handling of complaints and process of conciliation. Gifts, benefits or hospitality offered by actual or foreseeable complainants and respondents must be refused.
5. ICV Board members and staff must refuse all offers of money or items easily converted to money such as shares.
6. ICV Board members and staff should refuse offers of sponsored travel to attend conferences and other functions.



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7. ICV Board members and staff must refuse bribes and report bribery attempts to the President who will refer the matter to Victoria Police.
5. If unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value, the matter should be discussed with the President or at a Board meeting.
6. The receipt of gifts, benefits and hospitality by a Board member may amount to a conflict of interest. This policy should be read in conjunction with the Conflict of Interest Policy.
7. Accepted gifts, benefits and hospitality which exceeds the nominal value must be recorded on a gifts declaration form and entered into the Gifts Register. These records are reviewed by the ICV's Audit and Risk Committee. Significant gifts are also recorded on the ICV's asset register.

Expected outcomes:

1. ICV Board members and staff declare all gifts, benefits and hospitality, whether accepted or not, on a gifts declaration form.
2. Gifts declaration forms are completed by members and forwarded to the Board secretary within 14 days of the offer of a gift, whether accepted or not.
3. Information supplied by members on a gifts declaration form is recorded by the Board secretary in the Gifts Register.
4. The Gifts Register and completed gifts declaration forms are reviewed regularly by the ICV's Audit and Risk Committee.
5. The Board Gifts, Benefits and Hospitality Policy is available to Board members

Related policies and resources:

Policies and Procedures

- Board Conflict of Interest Policy
- Board Declaration of Private Interests Policy
- Board Audit and Risk Committee Policy

Key words

Gifts – benefits – hospitality – declaration - conflict of interest – disclosure – private interests



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Endorsed by: ICV Board

Date: 1 Jul 2011

Version No: 1/2011

Date of next review: [<insert date>](#)

Responsible: President



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ICV Gifts Declaration Form

Gifts benefits and hospitality which exceed the nominal value¹ must be declared within 14 days of receiving the gift or offer or the gift.

Description of gift:	
Estimated value of gift:	
Date offered:	
Offered to:	
Offered by:	<i>Name:</i>
	<i>Role:</i>
	<i>Organisation:</i>
First time offer or previous offer(s) within last 12 months by this individual?	
Cumulative value of gifts offered by this individual within the last 12 months:	
Reason gift was offered:	
Decision regarding the gift:	<i>Declined, retained or transferred to the ICV's ownership?</i>
Signature of recipient:	
Date:	

¹ At a minimum, reportable gifts include accepted gifts, benefits or hospitality that exceed a nominal value. They could also include gift offers of any value, whether they are accepted or not.