Gifts and Benefits Policy Statement

INTRODUCTION

Sydney Opera House staff must conduct themselves in a way which maintains public confidence in the Sydney Opera House. It is inappropriate for staff to be offered, to accept or give gifts or benefits that may affect, be likely to affect or could reasonably be considered to affect the performance of their duties.

Sydney Opera House recognises that in some areas of the organisation the giving and receiving of gifts and benefits is an integral part of business. It is important that all exchanges are conducted with openness and are recorded appropriately.

This Policy Statement sets out the basic policy for the acceptance and giving of gifts and benefits by Sydney Opera House staff. More detailed and practical information on gift and benefit types, circumstances where gifts and benefits may or may not be accepted or given, registration requirements and associated procedures are outlined in the ***Gifts and Benefits Policy Guidelines*.**

APPLICATION

This policy applies to all Sydney Opera House staff (including permanent, temporary and casual employees), contractors or persons otherwise engaged to undertake work on behalf of Sydney Opera House. The policy applies to gifts of appreciation, hospitality, token gifts and ceremonial gifts received and/or given by Sydney Opera House staff.

This policy **does not** apply to any gift or benefit received under an approved staff health and well-being program, reward and recognition program, small gifts of respect or gifts to mark staff milestones and discounts or benefits made available to all staff on an equal basis via business partners and sponsors.

POLICY

1. Gifts must not be solicited by Sydney Opera House staff

The solicitation of gifts or benefits by Sydney Opera House staff in relation the performance of their duties is strictly prohibited. Any staff member participating in this conduct will be subject to disciplinary action and may also be subject to separate investigation by the appropriate external authorities.

2. When a gift or benefit should <u>not</u> be accepted

***Monetary Gifts* –** staff must not seek or accept gifts of cash or equivalent (e.g. Cheques, money order, direct deposits). If a staff member is offered a bribe, they must report it to their manager immediately.

***Likely to influence* –** staff should not accept gifts, benefits or hospitality intended or likely to influence, or that could be reasonably considered to influence the performance of their official duties.

Unacceptable gifts that are received and cannot be easily returned or refused must be declared via the central Sydney Opera House gift register. Appropriate management/disposal of the gift will be determined by the executive group.

3. Registration of gifts or benefits received $150 and above in value

All token gifts, gifts of appreciation and benefits (including hospitality) received by staff with a value of $150 and above must be declared via the central Sydney Opera House Gift Register.

All ceremonial gifts accepted by staff on behalf of the organisation must be must be declared via the central Sydney Opera House Gift Register regardless of value.

Exceptions to registration requirements apply in some circumstances as specified below.

4. Registration of gifts received up to $150 in value and gifts given by staff

All token gifts, gifts of appreciation and benefits (including hospitality) received by staff up to $150 in value should be registered within individual departmental gift registers.

A register of all gifts *given* by Sydney Opera House staff in the course of business should be maintained by individual departments and must be approved by the relevant manager.

5. Exceptions to registering gifts – Business Transactions/Commercial Agreements

Gifts and benefits that exceed $150 may be given to, or received from, presenting companies, government and community stakeholders by Sydney Opera House (e.g. complimentary tickets for opening nights, invitations to gala events) in the normal course of business. These will not be considered reportable gifts for the purpose of this policy, subject to the conditions outlined in the ***Gifts and Benefits Policy and Guidelines***.

Where staff are in doubt about whether a gift or benefit qualifies as an exception, staff should declare the gift or benefit and/or seek advice from management.

6. Decision Making

Staff are expected to consider the purpose and appropriateness of any gifts or benefit offered and ensure they respond in accordance with policy conditions and the *Code of Conduct*. A decision-making guide is available to assist staff (see ***Gifts and Benefits Policy Guidelines***), and where in doubt management should be consulted.

GUIDELINES AND PROCEDURES

Detailed information and guidance, including full explanations gift and benefit types, registration and reporting procedures and a decision-making guide for staff are included in the ***Gifts and Benefits Policy Guidelines***.

ACCOUNTABILITIES

All staff (including permanent, temporary and casual employees), contractors or persons otherwise engaged to undertake work on behalf of Sydney Opera House are accountable for adhering to this policy and the *Code of Conduct* in relation to the giving and receiving of gifts and benefits in the course of their duties.

Department and line managers have additional responsibility for decision-making relating to the acceptance of gifts and benefits in their work area and ensuring the maintenance of departmental registers.

APPROVED

Chief Executive

Date: 30 November 2010