Gifts, Benefits and Hospitality Policy - Schedule 1

Section 1 - Purpose

(1) This Schedule details the value thresholds, conditions and disclosure requirements for gifts, benefits and hospitality for all staff and associates, regardless of whether the offer is accepted or declined.

(2) This Schedule must be read in conjunction with the Gifts, Benefits and Hospitality Policy and Gifts, Benefits and Hospitality Guideline.

Table 1: Threshold requirements for acceptable gifts, benefits or hospitality - Conditions and disclosure requirements

Value of gift, benefit or hospitality for all staff, except RMIT Vietnam	Value of gift, benefit or hospitality for staff based at RMIT Vietnam	Conditions and options	Minimum disclosure required
Less than AUD $50	Less than VND 830,000	No disclosure required if otherwise acceptable under policy	None
AUD $50 to AUD $300	VND 830,000 to VND 5,000,000	Acceptable if in accordance with policy. Staff member may choose to: • offer/receive the hospitality • offer/keep the gift or benefit • donate the gift or benefit to an RMIT project • retain the gift or benefit for the benefit an RMIT team or the RMIT Group • refuse/reject the gift, benefit or hospitality	Gifts, Benefits and Hospitality Declaration Form must be completed by staff and acknowledged by direct manager
More than AUD $300	More than VND 5,000,000	Acceptable if in accordance with policy and approved by the direct manager. With approval, the staff member may choose to: • offer/receive the hospitality • offer/keep the gift or benefit • donate the gift or benefit to an RMIT project • retain the gift or benefit for the benefit of an RMIT team or the RMIT Group • refuse/reject the gift, benefit or hospitality	Gifts, Benefits and Hospitality Declaration Form must be completed by staff and assessed by direct manager

(3) Cumulative offers from the same source to the same staff member that exceed AUD 50 or VND 830,000 over a 12-month period must be declared.

(4) Where it is not possible in the circumstances to seek prior approval from the direct manager, approval must be sought as soon as possible after the offer is made.

(5) The value of a gift, benefit or hospitality is calculated based on:
- the market value in Australia (excluding GST) or Vietnam, as applicable; or

- the value in donor’s country, converted to Australian Dollars or Vietnamese Dong, at the then current exchange rate.

(6) Staff involved in a procurement initiative must not accept any gifts, benefits or hospitality from individuals employed by or representing potential or actual participants in the initiative, including potential or actual tenderers, their subcontractors, and suppliers.

(7) When receiving cultural gifts from Indigenous community members, the Cultural Asset Management Procedure should be consulted.

(8) Gifts of technology (such as electronic devices, software, or equipment) must be approved by ITS prior to acceptance and use by staff.

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Status and Details

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Policy Owner	Brooke Griffin Chief of Staff to the Vice-Chancellor
Policy Author	Connie Merlino University Secretary and Academic Registrar
Enquiries Contact	Central Compliance

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