

Schedule 1 – Value Thresholds and Associated Requirements

This Schedule details the value thresholds and associated conditions and disclosure requirements for gifts, benefits and hospitality for all staff, including contractors, when dealing with third parties, regardless if the offer is accepted or declined. It does not apply to ceremonial or philanthropic gifts.

(i) Threshold requirements for acceptable gifts, benefits or hospitality

Table 1: Conditions and disclosure requirements

Value of gift, benefit or hospitality	Conditions and options	Minimum disclosure required
Less than \$50	No requirement to disclose where it is acceptable in accordance with the policy ¹	None
\$50 to \$200	The gift, benefit or hospitality is acceptable if it's in accordance with the policy and the staff member may choose either to: <ul style="list-style-type: none"> offer/receive the hospitality offer/keep the gift or benefit donate the gift or benefit to a University-related project retain the gift or benefit for the benefit the group/unit or the University as a whole 	Completed <i>Gifts, Benefits and Hospitality Declaration Form</i>
More than \$200	With Manager's approval ² that the gift, benefit or hospitality is acceptable in accordance with the Policy, Manager may approve the staff member to either: <ul style="list-style-type: none"> offer/receive the hospitality offer/keep the gift or benefit donate the gift or benefit to a University-related project retain the gift or benefit for the benefit the group/unit or the University as a whole. 	Completed <i>Gifts, Benefits and Hospitality Declaration Form</i> assessed and signed by Manager

¹ Cumulative offers from the same source over 12 months that exceed \$50 must be declared.

² Where it is not possible in the circumstances to seek prior approval from the Manager, it must be done as soon as possible after the offer is made.

- (ii) Staff and contractors participating in a procurement initiative must not accept any gifts, benefits or hospitality from a person directly employed, or representing, any of the entities participating in the initiative.
- (iii) When offering gifts, benefits or hospitality to or receiving them from a Public Official pre-approval must be obtained from RMIT Legal Services.
- (iv) When offering gifts, benefits or hospitality to or receiving them from Indigenous community members and Cultural Leaders, the Office of Indigenous Education and Engagement should be consulted. Ceremonial gifts may be declared in the Gifts, Benefits and Hospitality Register at the direction of the Manager for record keeping purposes. In this case, the Manager should ensure the nature of the gift is described as ceremonial and the official occasion to which it relates identified.