



### Managing gifts and benefits – for managers and organisations

As a public sector organisation, it is important that you have the appropriate policies and procedures in place in order to ensure your officers are managing gifts and benefits appropriately.

#### Why is mismanagement of gifts and benefits a whole-of-organisation problem?

Mismanagement of gifts and benefits by public officers has the potential to damage the reputation of an entire organisation.

It is important that managers and organisations do their part to reduce this risk, as mismanagement of gifts and benefits can:

- ▼ lead to corrupt behaviour
- ▼ create a culture of incentives and perks
- ▼ cause bias, favouritism and inappropriate influence
- ▼ create the perception that an organisation can 'be bought' or that the only way to interact effectively with government is by providing benefits, and
- ▼ lead to an ineffective and inefficient organisation, as merits based procurement and hiring is not enforced.

Therefore, It is important that managers and organisations ensure that they are doing all they can to handle gifts and benefits appropriately.

#### Tips for managers

Remember to:

- ▼ know where the gift and benefits policy is and make it easily available to employees
- ▼ educate yourself and your staff on the policy and the process for reporting declarations of gifts
- ▼ be available to employees to explain the policy as needed
- ▼ maintain the gift register (or provide information to the officer responsible to maintain it), and
- ▼ report as required.

## Tips for public sector organisations

Remember to:

- ▼ actively promote the gifts and benefits policy and explain it in simple, practical terms
- ▼ regularly review gifts and benefits policies as they are a living document, and
- ▼ ensure the policy provides clarity on:
  - ▼ what constitutes a gift, with practical examples relevant to your agency environment
  - ▼ what gifts are not to be accepted in any circumstances
  - ▼ what gifts may be accepted without declaration (e.g. token gifts), and
  - ▼ the timeframe in which the gift is to be reported.



### The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: [prevention@integrity.tas.gov.au](mailto:prevention@integrity.tas.gov.au) or 1300 720 289.

For more Misconduct Prevention resources go to [www.integrity.tas.gov.au/resources](http://www.integrity.tas.gov.au/resources)