Integrity Commission Tasmania

Gifts and Benefits

1. What are workplace gifts, benefits and hospitality?

Workplace gifts, benefits and hospitality are anything that is offered to you in the course of your work by clients, customers, or associates. This may include:

- Money, physical items, or tickets (e.g. events, travel)
- Hospitality (e.g. meals, entertainment)
- Anything offered below market value
- Any indirect, hidden or non-cash benefit with financial or commercial value.

2. Who owns gifts received in an official capacity?

Gifts received while acting in an official capacity are the property of the organisation, regardless of how or why they were given.

3. Can I accept gifts or benefits?

Only token gifts may be accepted, and only where appropriate. You must not accept gifts where:

- they could influence, or appear to influence, your decisions
- they create a negative public perception
- they provide significant non-monetary value despite low cost
- your role makes any gift inappropriate (e.g. procurement or purchasing roles.

Where a gift is inappropriate, it should be politely declined, explaining that public sector obligations prevent acceptance.

Note: Employees involved in procurement or purchasing must not accept any gifts or benefits.

4. Is the monetary threshold the only consideration?

No. The threshold is only one factor. You must also consider:

- perceived or actual influence
- your role and level of decision-making risk
- the nature and context of the gift.

Even low-value gifts can be inappropriate.

5. Can I accept multiple small (token) gifts?

If you receive multiple gifts from the same source and their **combined value meets or exceeds the applicable threshold,** you must declare each gift in accordance with your organisation's requirements.

6. Can I accept money?

No. Money, gift cards or cash equivalents must never be accepted.

7. Can I accept hospitality (e.g. meals, events)?

Only modest and infrequent hospitality may be appropriate. You should decline:

- lavish or excessive hospitality
- offers that create a sense of obligation or indebtedness.

Even if you intend to pay your share, accepting the invitation itself can create perceived bias.

8. Can I accept sponsored travel or conferences?

Generally, no.

If attendance is in the organisation's interest, it should be funded by the organisation to protect independence and reputation.

9. Can I accept a gift if I remain unbiased?

No. Even if you believe that you can remain impartial:

- the **perception** of bias is equally damaging
- attempts to compensate for bias may lead to unfair decisions.

10. When should I involve my supervisor?

You should consult your supervisor:

- if the gift is more than a token
- if there is any risk of reputational damage
- if you are unsure whether it is appropriate to accept the gift
- if a declaration may be required.

11. What are my obligations?

You must comply with:

- your organisation's code of conduct and gifts policy
- relevant employment directions
- your broader employment framework.

Failure to comply may constitute misconduct.

12. Why is careful management important?

Accepting or mishandling gifts can:

- undermine public trust
- damage your professional reputation
- compromise perceived or actual integrity.

13. When in doubt

- decline the gift
- seek advice from your supervisor
- declare the offer if required.

The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: contact@integrity.tas.gov.au or 1300 720 289.