



## FARM-008 Gifts and Benefits Policy

### References:

Associated Policies/Procedures: HO-001 - Travel Policy  
GOV-001 - Conflict of Interest Policy  
FARM-007 – Financial Control and Fraud Prevention Policy  
Codes of conduct (Board, Members)

Associated Forms: HO-F001 – Gifts and Benefits Register

### 1. Introduction

The Australasian Corrosion Association (the Association) is a not-for-profit membership association which promotes corrosion prevention and control through training, information and advocacy.

The Association's Board is committed to achieving best practice in the area of governance and ensuring that the actions of employees, office bearers, and volunteers of the Association conform to acceptable standards of integrity and good conduct.

It is expected that all persons acting on behalf of the Association avoid ethical, legal, financial and other conflicts of interest, and ensure their activities and interest do not conflict with their obligations to the Association. In the course of conducting Association business, gifts or benefits may be offered out of gratitude or goodwill. However, gifts and benefits can also be offered as a subtle form of influence to create a favourable impression or to gain preferential treatment. This in turn may give rise to a conflict of interest. Acceptance of a gift or benefit can create a sense of obligation that may compromise impartial and honest decision making from a business perspective.

### 2. Purpose

The purpose of this policy is to provide guidance around the acceptance of gifts or benefits.

### 3. Scope

This policy applies to a Recipient.

This policy does not apply to official gifts that become the property of the Association. This policy does not apply to sponsorship of events, which is addressed in the Sponsorship Procedure,

## 4. Definitions

Term	Definition
<b>Benefit</b>	Include in-kind gifts and items of non-material value such as complimentary hospitality, accommodation, travel, entertainment, discounts, entry to events and functions, and meals other than those items which are properly and reasonably provided in the course of undertaking ACA activities.
<b>Corporate hospitality</b>	An activity that is offered by a business
<b>Gift</b>	Products of material value and may include items such as pens, books, works of art, alcohol etc.
<b>Recipient</b>	Employees, office bearers, contractors to the Association and Members acting on behalf of the Association as a volunteer.

## 5. Policy statement

A gift or benefit of any value must not be accepted by a Recipient if any one of the following apply:

- it is intended to, or is likely to, compromise material decisions or actions taken by the recipient on behalf of the Association
- it could, intentionally or otherwise, damage the reputation of the Association
- the Recipient is an employee while that employee is involved in procurement decisions, including assessing, recommending or approving suppliers, relationships or other contracts
- it may reasonably be concluded that the Recipient may, having received the gift or benefit, be under some sort of 'obligation' to the donor, thus creating an actual, or a perceived, conflict of interest
- the gift or benefit includes money.

Any gift or benefit of value \$100 or more must be declared and details be recorded in the *HO-F001 – Gifts and Benefits Register*. This Register will be reviewed quarterly by the Finance, Audit and Risk Management Committee (FARMC).

Employees, office bearers, contractors to the Association and volunteers of the Association are not to solicit gifts, benefits or hospitality for personal gain.

If a Recipient is ever in any doubt as to whether a gift or benefit is required to be declared, the Recipient must consult with the Executive Officer.

Corporate hospitality offered as part of doing business with the Association is acceptable. However, such hospitality that extends beyond doing Association business is not acceptable.

Recipients who accept a gift or benefit are responsible for any taxation obligations including Fringe Benefits Tax.



## 6. Policy Review

FARMC will review the Gifts and Benefits Policy at least every three years or in line with the strategic plan. Any changes to the policy must be approved by the Board.

*FARM-008 – Gifts and Benefits Policy* will be made available to Members on the ACA website.

Revision	Change details	Reviewed by	Date reviewed	Approved by	Approval date
2.0	ACA Gifts and Loyalty Program Policy			Operations Committee	21 Sep 2013
3.0	Complete rework of policy	FARMC	16 Oct 2024	Board	10 Nov 2024