

1. Purpose

- This document sets out Development Victoria's policy for:
 - responding to offers of gifts, benefits and hospitality; and
 - providing gifts, benefits and hospitality.
- This Policy and associated procedure are intended to support individuals and Development Victoria to avoid conflicts of interest and maintain high levels of integrity and public trust.
- Development Victoria has issued this Procedure to support behaviour consistent with the Code of Conduct for Victorian Public Sector Employees (the Code). All employees are required under Clause 1.2 of the Code to comply with Development Victoria's Gifts, Benefits and Hospitality Policy and Procedure.
- This Policy applies to all Board members (Directors) and employees (including internal contractors).

2. Key Principles

- **Public Interest** - Board members and employees have a duty to place the public interest above their private interests when carrying out their official functions. Individuals will not accept gifts, benefits or hospitality that could raise a reasonable perception of, or actual, bias or preferential treatment. Individuals will not accept offers from those about whom they are likely to make business decisions.
- **Transparency and Accountability** – Processes are in place to ensure that Board members and employees are aware of the requirements of this Policy and the related Procedure and how to comply with it in practice. Board members and employees are accountable for:
 - declaring all non-token offers of gifts, benefits and hospitality;
 - declining non-token offers of gifts, benefits and hospitality, or where an exception applies under the Policy or Procedure, seeking approval to accept the offer; and
 - the responsible provision of gifts, benefits and hospitality.

Individuals with direct reports are accountable for overseeing management of their direct reports' acceptance or refusal of non-token gifts, benefits and hospitality, modelling good practice and promoting awareness of gifts, benefits and hospitality policies and processes.
- **Culture of Integrity**: Board members and employees strive to earn and sustain public trust through providing or responding to offers of gifts, benefits and hospitality in a manner that is consistent with community expectations. Individuals will refuse any offer that may lead to an actual, perceived or potential conflict of interest.
- **Risk-based approach**: Development Victoria, through its policies, processes and the Audit and Risk Committee, will ensure the risks associated with gifts, benefits and hospitality are appropriately assessed and managed. Individuals with direct reports will ensure they are aware of the risks inherent in their team's work and functions and monitor the risks to which their direct reports are exposed.

BSI REF	TRIM REF	VERSION	DATE
A04	17/9261	1.0	22 November 2018

3. Regular Review of this Policy

- The Audit and Risk Committee will review this Policy on an annual basis or more frequently if required. This Policy is approved by the Board.

4. Related Documentation

Policies

- A05 - Conflicts of Interest Policy for Employees and Internal Contractors
- A05D - Conflicts of Interest Policy for Directors

Procedures

- A04.1 - Gifts, Benefits and Hospitality Procedure
- B03 - Catering and Hospitality Procedure

Resource Documents

- A0.1b - Gifts, Benefits and Hospitality Guideline
- A04.1c - Gifts, Benefits and Hospitality Declaration Form
- Gifts, Benefits and Hospitality Policy Framework, Victorian Public Sector Commission

(<http://vpsc.vic.gov.au/resources/gifts-benefits-and-hospitality-policy-framework/>)

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