

YARRAWONGA MULWALA GOLF CLUB RESORT

Name of Policy: **GIFTS & INDUCEMENTS POLICY**

STATEMENT: Yarrowonga Mulwala Golf Club Resort is committed to the Club being a professional, fair and ethical workplace. This can only be maintained if there is confidence that all Directors, Senior Management, Volunteers and Employees are not influenced in any way by the offering or receiving of gifts, and inducements.

Occurrence of these events can only lead to situations where a Director or employee is seen as making a personal gain or profit, and/or favourable treatment of a person or company outside of YMGCR who is providing goods or services to YMGCR.

A further effect of these situations is the potential damage to a Director's, Volunteer's or Employee's integrity, professionalism and reputation.

DEFINITION: For the purposes of this document the following definitions apply:

- a. **Gift:** a benefit, favour, discount, entertainment, travel, hospitality, loan (financial or material), or any other item or assistance with a monetary value.
- b. **Inducement:** an act or thing from a supplier of goods or services that is intended to make or persuade a Director, Senior Management, Volunteer or Employee to do something.

POLICY & PROCEDURE:

1. Gifts and Inducements are readily perceived as influencing decisions and relationships concerning supply of goods and services to YMGCR.
2. Directors, Senior Management, Volunteers and Employees must never request a gift or make a suggestion that can be perceived as seeking to influence a supplier of goods or services to YMGCR.
3. The offering of gifts or inducements to a Director, Senior Management, Volunteer or Employee by a supplier of goods or services to YMGCR **must** be declared and reported to the CEO and as necessary to the Finance Committee or the Club President. This includes invitations to functions and other events outside of YMGCR. The CEO will maintain and keep up to date a Gifts and Benefits Register of all such offerings along with the decision made as to acceptance or otherwise.
4. Gifts up to a maximum of \$100 (offered or accepted), are exempt from this policy and are the subject of arrangements made by YMGCR for all relevant parties.
5. If there is a breach of this policy by an employee of YMGCR it may cause their immediate dismissal.
6. If there is a breach of this policy by a Director of YMGCR, that Director will be immediately suspended and following deliberation of the Board, may be stood down.

The Risk & Compliance Committee will monitor compliance with this Policy.

RELATED LEGISLATION;

N/A

RELATED DOCUMENTS:

Board Charter of YMGCRC

Clubs NSW Code of Practice & Best Practice Guidelines

RELATED POLICIES:

Fraud Policy

Procurement Policy

Risk & Compliance Policy

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