



THE SCHOOL LIBRARY ASSOCIATION OF
NEW ZEALAND AOTEAROA
TE PUNA WHARE MĀTAURANGA A KURA

Gifts and benefits

Purpose

1. *SLANZA recognises that in the performance of duties, other parties may wish to gift money, benefit or other items to an individual in SLANZA or to SLANZA itself. It is important for all understand when a gift or benefit is reasonable to accept and when it is not.*

Definitions

Gift – *maybe a sum of money, favour, discount, tickets, item, product or hospitality.*

Items not considered as gifts – *cards, thank you notes, and certificates. T-shirts, pens, show bags and other paraphernalia that in normal circumstances would be given to members of the public.*

Policy

1. *All members are to treat all people and organisations impartially and without favouritism.*
2. *The SLANZA President is to ensure all members understand their responsibilities under this policy.*
3. *Gifts from parties external to SLANZA*
 - a. *SLANZA members must not abuse their position for personal gain. They must not solicit or accept gifts, rewards or benefits which might compromise their integrity and the integrity of SLANZA.*
 - b. *SLANZA members are not to accept any gift or promotion that can be seen as influencing either their purchasing or service delivery decisions.*
 - c. *As a general rule, members should not accept a gift (whatever its nature or value), if the gift could be seen by others as either an inducement or a reward which might place the member under an obligation to a third party.*
 - d. *Where offers of gifts or inducements are made, they should be reported by the member to the SLANZA President, who will determine the appropriate response.*
 - e. *A member who accepts a gift should as soon as possible declare the gift to the SLANZA President for a decision on final disposal.*
4. *The following factors should be considered in determining whether a gift/benefit may be accepted or not:*
 - a. *the monetary value of the gift or benefit;*
 - b. *how the gift or benefit would look to an outside party (the “front page” test);*
 - c. *the reasons for the gift or benefit being offered;*
 - d. *the frequency of the gift - even a small gift or benefit given repeatedly may be of concern;*
 - e. *whether the gift displays a company or SLANZA logo;*
 - f. *the value or importance of the gift or benefit to the employee;*
 - g. *the commercial influence, actual or perceived, that the gift or benefit may represent where a supplier has won a contract for the provision of goods and services to SLANZA, the supplier should not offer personal discounts to employees of SLANZA, nor should workers accept them. They*

could be seen both as a reward for letting the contract and an inducement to maintain the commercial relationship.

5. *If a gift is received by SLANZA, the transfer and recording of the value of the asset shall be done in a consistent manner and in compliance with accounting standards.*
 - a. *Any other contributions of non-cash items in excess of \$1,000 must be reviewed and approved by the Board before acceptance.*
6. *Gifts given internally to members from SLANZA*
 - a. *Amounts spent on gifts for members or others are to be consistent with the financial position of SLANZA.*
 - b. *As a general guide, the value of a gift given by SLANZA NE or any regional committee should not exceed \$75 but the gift maybe subsidised by contributions from other people in SLANZA.*
 - c. *Appropriate events for a gift are farewells, significant bereavement, serious illness or circumstances with the prior approval of the SLANZA President.*
 - d. *SLANZA does not give birthday, engagement, wedding, births, Easter or Christmas gifts.*