

APPENDIX A. THE GIFT TEST

Employees should consider the GIFT test and further guidance below to help decide whether to refuse an offer. Take the GIFT test and when in doubt ask your line manager and/or school principal.

<p>G – Giver Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the giver (person or organisation) benefit from a decision I make?</p>
<p>I – Influence Is the giver seeking to influence my decisions or actions? Is the gift, benefit or hospitality being offered to me publicly or privately? Is it a courtesy, token of appreciation or highly valuable? Does its timing coincide with a decision I am about to make?</p>
<p>F – Favour Is the giver seeking a favour in return for the gift, benefit or hospitality? Is the gift, benefit or hospitality being offered honestly? Has the giver made several offers to me or people in my business area over the last 12 months? Would accepting it create an obligation on me to return a favour?</p>
<p>T – Trust Will public trust be enhanced or diminished? Could I publicly explain why I am accepting the gift, benefit or hospitality? What would my colleagues, family, friends and associates think? Have I made good records on accepting the gift, benefit or hospitality in accordance with reporting and recording procedures?</p>