

No Gift Policy

1. Introduction and Purpose

From time to time, IQRA College staff may be offered gifts or benefits by students and Parents. These situations may be sensitive, and they must be handled in a way that demonstrates that IQRA College staff members cannot be improperly influenced. This Policy seeks to identify appropriate boundaries for the provision of gifts and benefits in a way that is considered reasonable in terms of the School's expectations.

2. Scope

This policy applies to all staff at IQRA College who receive gifts or benefits from students, parents and other individuals during the course of their employment, including outside normal working hours or while on leave (exceptions apply).

3. Gifts and Benefits

Gifts are free or discounted items and any other item that would generally be seen by the public as a gift. These may include items of high value (travel ticket, jewellery, artwork), low value (plants, flowers), and consumables (food, chocolates).

Benefits include preferential treatment, privileged access, favours or other advantages offered to a staff member. They may include invitations to sporting, cultural or social events, discounts, and promises of a new job. The value of benefits may not have definitive monetary value, but as they are valued by the staff member, they may be used to influence their behaviour.

4. Requirement to Receiving Offers of Gifts or Benefits

IQRA College staff are to refuse any and all offers:

- Of gifts made by students, parents, and other individuals ;
- That are likely to influence them, or be perceived to influence them, in the course of their duties or that raise an actual, potential or perceived conflict of interest;
- That could bring them, the School or the public sector into disrepute;
- Made by a person or organisation about which they will likely make or influence a

decision (this also applies to processes involving grants, sponsorship, regulation, enforcement or licensing), particularly offers:

- Made by a current or prospective supplier
- Made during a procurement or tender process by a person or organisation involved in the process
- Likely to be a bribe or inducement to make a decision or act in a particular way;
- That extent to their relatives or friends;
- Of money, or used in a similar way to money, or something easily converted to money;
- Where, in relation to hospitality and events, the School will already be sufficiently represented to meet its business needs;
- Where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;
- Made in secret;
- Represented as a business courtesy such as a product discount or any other benefit, if the benefit is not extended to all employees.

5. 'Thank you is Enough'

When staff members receive offers, the current standard desirable response is to politely decline and say 'Thanks is Enough'. Otherwise:

- The gift should be returned to the giver
- The School owns the right to distribute the gift
- Plants or flowers will be displayed in the lobby, or at another central location where all staff members may enjoy their presence
- Gifts given in the form of food that may arrive during the holidays, and at other times of the year when gift-giving is traditional, belong to all staff even if addressed to a single staff member. *Under no circumstance may a staff member take a food gift home. They must be shared with and distributed to all staff, with email notifications, during work hours, in central, worksite locations.*

6. Exceptions

Exemptions to the No-Gift Policy may be decided by the School Principal. Exempted from this policy are:

- Gift exchanges between IQRA Staff
- Gifts such as t-shirts, pens, trade-show bags and other trinkets that employees obtain as members of the public at conferences, training events, seminars, and trade shows that are offered equally to all members of the public attending the event
- Cards, thank you notes, certificates, or other written forms of thanks and recognition
- Food, beverages, and moderately priced meals or tickets to local events that are supplied by, and attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships, which is directed by the school principal.

7. Conflicts of Interest

Managing conflicts of interest appropriately is fundamental to ensuring high levels of integrity in IQRA College. Considering any actual, potential or perceived Conflict of Interest is central to determining how to respond to an offer of a gift or benefit. Any offer of gifts or benefits which represents an actual, potential or perceived Conflict of Interest must be refused.

A Conflict of Interest arises in circumstances where a staff member's private interests can influence or be seen to influence a public duty. They are an inevitable fact of organisational life, and can arise without anyone being at fault. However, where an actual, potential or perceived Conflict of Interest exists, it creates serious risks for the staff member and the School, and must be identified and managed appropriately. *See Conflicts of Interest Policy for Guidance on the management of Conflict of Interest.*