

Information Sheet: Gift and Benefits

## Purpose -

The purpose of this information sheet is to increase awareness and understanding of the conflicts of interest that may arise through the offering and acceptance of gifts and benefits. This document aims to provide clarification regarding acceptable and unacceptable gifts and benefits in the workplace and the process for approval.

- Q1 What should be considered when offering and accepting gifts and benefits?
  - University of Adelaide.
  - Staff members and Managers responsible for approving gifts and entertainment should ensure that if the gift was reputation.
  - If a gift of benefit exceeds the value of \$250, the individual must disclose the gift or benefit to their Manager/ Supervisor (for staff) or University contact person (for affiliates).
  - All gifts and benefits over \$500 must be disclosed on the gift and benefit

Q3

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Behaviour and Conduct Handbook

APPENDIX A