



WHANGAPARAOA COLLEGE

Whangaparaoa College

Entertainment and Gift Policy

Written: May 2021

Updated:

RATIONALE and PURPOSE:

1. To protect employees by eliminating the perception of influence that may be associated with receiving gifts. There is no intention to deny the opportunity for parents and others to express their appreciation.
2. To be aware of the potential for conflict of interest that may affect the impartiality, judgement, or effectiveness of staff in association with parents and others.
3. To provide consistent and transparent treatment of sensitive expenditure, gifts, koha, and hospitality received.

GUIDELINES GIFTS:

4. Gifts should not be accepted if there is any concern that their acceptance could be seen by others as an inducement or reward that might place the staff member under any obligation.
5. If the gift is greater than \$100, the recipient must advise the principal and this information is to be recorded in the Gift File.

GUIDELINES ENTERTAINMENT:

6. All entertainment expenditure should link to the good of the College, be transparent and the amounts expended able to be demonstrated as reasonable and appropriate.

This policy will be reviewed every three years