

Australia China Business Council
Gifts, Entertainment & Hospitality Policy
Effective: 15 October 2024

1. Purpose

The purpose of this policy is to safeguard the organisation’s reputation, integrity and independence by ensuring any director, executive committee member, employee or contractor of the organisation:

- (a) is not actually or potentially influenced in their decision making when carrying out their duties on behalf of the organisation by receiving gifts, entertainment or hospitality; and
- (b) does not seek to actually or potentially influence the decision making of others in carrying out their duties on behalf of other organisations by giving gifts, entertainment or hospitality.

2. Definitions

For the purpose of this policy, the following terms have the following meanings:

Term	Definition
You	Any director, executive committee member, employee or contractor of the organisation
GEH	Any gift, entertainment or hospitality, excluding professional development events, where: <ul style="list-style-type: none"> • gift is anything of value, whether given or received directly or indirectly, including prizes, promotions, tokens of appreciation, travel and company mementos, such as calendars and diaries • entertainment includes performances, sporting and cultural events and other social gatherings; and • hospitality includes meals and accommodation
GEH Register	The register of GEH maintained by the organisation that records all GEH given or received. It may be an online format or word format. The word format is annexed to this policy

3. Prohibition on giving or receiving GEH

You must not request from another person any GEH in any circumstance.

You must not give to or receive from another person any GEH in any circumstance if the GEH:

- (a) is valued equal to or over the \$250;
- (b) is cash or cash equivalent, such as gift vouchers or cheques;
- (c) would embarrass or damage the organisation’s reputation, integrity or independence if publicly disclosed;
- (d) if giving, would be considered by a reasonable person in the circumstances to seek to influence the decision making of others in carrying out their duties on behalf of other organisations; or
- (e) if receiving, would be considered by a reasonable person in the circumstances to seek to influence you in your decision making when carrying out your duties on behalf of the organisation.

4. Rules for receiving GEH

If the GEH is not prohibited as outlined above, you may receive from another person any GEH in the following circumstances:

- (a) if attending an event, the GEH is also received by all other participants or attendees at that event;
- (b) if hosting an event, the GEH is presented to you in gratitude;



- (c) the GEH is presented to you on behalf of the organisation as a ceremonial gift from another organisation; or
- (d) if presented as a personal gift for use outside the business environment, the GEH is token in nature,

and provided that the GEH is fully disclosed in the [GEH Register](#) immediately after receiving the GEH.

5. Rules for giving GEH

If the GEH is not prohibited as outlined above, you may give to another person any GEH, provided that:

- (a) the GEH is considered by a reasonable person to advance the purpose of the organisation;
- (b) the GEH is reasonable in the circumstances;
- (c) the GEH is given by you on behalf of the organisation;
- (d) the GEH is properly documented and recorded as an expense in accordance with the expense policy; and
- (e) the GEH is fully disclosed in the [GEH Register](#) before you give the GEH.

6. Breach

If you are offered or receive any GEH that does not or may not comply with this policy, you must immediately notify the company secretary. In some circumstances, you may be required to politely return the GEH to the giver and explain that, whilst you appreciate the gesture, unfortunately the organisation’s policy prevents you from accepting it.

If you become aware of a breach or suspected breach of this policy, please contact the company secretary. By becoming a director, executive committee member, employee or contractor of the organisation, you agree to adhere to this policy and authorise the organisation to take any necessary disciplinary actions, including suspending or termination of your office, employment or engagement for repeated or serious breaches of this policy.

7. Board approval

This policy is approved by the Board and can only be amended with the Board’s approval.

8. Questions or queries

If you have any questions or queries relating to the operation of this policy, including the appropriateness of any GEH, you are encouraged to contact and discuss with any of the following key contacts:

Branch Executive Director	the key connection between the Board and the Branch Executive Committee
Chief Executive Officer	Tom Parker - Tom.parker@acbc.com.au
Company Secretary	Mary Studdert – cosec@acbc.com.au



Annexure – [GEH Register](#)

Applicant	Giver	Recipient	Giver organisation	Recipient organisation	GEH	GEH value	GEH circumstance

- **Applicant:** This is the individual making the disclosure in the [GEH register](#)
- **Giver:** This is the individual giving the GEH
- **Giver organisation:** This is the organisation the Giver has given the GEH on behalf of (if any)
- **Recipient:** This is the individual receiving the GEH
- **Recipient organisation:** This is the organisation the Receiver has received the GEH on behalf of (if any)
- **GEH:** This is a description of the GEH
- **GEH value:** This is an approximate value of the GEH
- **GEH Circumstance:** This is a description of the circumstance under which the GEH was given or received