

Quality Innovation Performance Certifications Ltd Pty (QIP Certifications) Board, management, staff and contractors are committed to providing an impartial and unbiased certification service. This extends to the acceptance of gifts, gratuities or rewards and is outlined in this policy.

This policy should be read in conjunction with the Impartiality policy.

For the purpose of this policy, 'Gift' refers to all of the below when something of equal or greater value is not exchanged:

- Any bestowal of money;
- Any item of value;
- Service;
- Loan, thing or promise;
- Discount or rebate; and
- Payments for travel, entertainment and food,

'Gift' does not include:

- Any discount or rebate made in the regular course of business and offered to the general public without regard to the individual's connection with QIP Certifications;
- Inheritances;
- Plaques or trophies;
- Campaign contributions, donation or bequests in furtherance of government purposes;
- Food or Entertainment paid for in the course of client liaison e.g. Business Lunch.

No member of the Board, management, staff or contractors at QIP Certifications may accept any gift from those who have or are likely to conduct business with QIP Certifications. In determining if someone is likely to conduct any business with QIP Certifications, staff and management must err on the side of caution and refuse any gifts.

Management and staff may accept gifts in the following circumstances:

- Edible gifts of nominal value (under \$15.00) that are shared amongst colleagues of QIP Certifications;
- Items that can be displayed in a public area of QIP Certifications building, e.g. Flowers;

QIP Certifications will display this policy on its website and make it available on request. Upon being offered or receiving a gift that is prohibited under this policy, the individual must notify the gift giver of this policy and graciously decline or return the gift.

If the gift is anonymous, the recipient must deliver the gift to the Executive Manager, who will convey the gift to a charitable organisation.

For the Board Chair or members, in general, they should refuse large gifts where they could be clearly perceived to pose a conflict of interest. However, there may be situations where the Board Chair decides that accepting the gift for use of QIP Certifications does not create a perception of conflict of interest.

They should then record the details of the gift (who offered it, why, and its approximate value) in the Board minutes, and in the Conflict of Interest Register, with the conflict to be recorded against QIP Certifications as a whole.

The Board Chair should ensure the gift is then made available to QIP Certification's staff and that they, and the giver, are aware that a conflict of interest has been noted in the Conflict of Interest Register.