



## **GIFTS/KOHA/ACKNOWLEDGEMENTS POLICY**

### **RATIONALE:**

Expenditure on gifts, koha and acknowledgements by the school must clearly be linked to the business of the school. Gifts and acknowledgements must not be given in expectation of a favour in return, in lieu of a legitimate payment or in breach of any relevant collective employment agreement.

### **PURPOSES:**

To ensure that the nature and value of any gift, koha or acknowledgment is appropriate for the occasion, and reflects precedent, transparency, and the school's policy.

### **GUIDELINES:**

1. A gift may be given in recognition of a special event such as a wedding, graduation, significant birthday, birth of a child or in a compassionate response to illness, death or traumatic event that an employee may experience.
2. All gifts must be of an appropriate value that could not be deemed extravagant by any member of the community.
3. Where appropriate, gifts may be given from staff collective voluntary contributions.
4. Gifts must not be given on a regular basis.
5. Gifts of over \$200 in value given by the school will be recorded on a gifts register, as will gifts or donations of over \$200 received by the school.
6. Employees should consider the appropriateness of any gift offered by parents or students. Generally, such gifts should be of minor value. Employees must not accept gifts of money from parents or students.
7. Koha may be given for services offered voluntarily and when it is culturally appropriate to do so. Such koha may be in cash, of no greater value than \$300.
8. The principal and board must not accept any gift of significant value from any business that the school has a contractual relationship with if the gift presented could give rise to a potential conflict of interest and should therefore be declined.
9. Gifting of sponsorship for a student, employee, event, or project may be accepted providing there is no perceived conflict of interest.
10. Gifts made from school funds when a staff member being farewelled should be appropriate to the length of service. It is recommended that a gift value be \$25 plus \$5 for each year of service from 1-3 years, and \$10 for each year thereafter up to a maximum of \$250.
11. Any gift for retirement of an employee must not conflict with the relevant collective employment agreement and must not exceed \$500 in value.
12. The board delegates the responsibility for the implementation of this policy to the principal except in the occasion of any gifting to the principal. In such an occasion responsibility is delegated to a deputy principal where appropriate, or to the Presiding Member.

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**NELP Objective 3, Priority 7; Objective 4, Priority 7**

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