

1. Purpose of the policy

While visiting program partners in Papua New Guinea, FemiliPNG Australia Personnel or Representatives:

- May be given personal or organisational gifts by partner staff.
- May choose to bring gifts of food (chocolate, coffee) or other small gifts (such as stationary).

Gifts have cultural and social significance and can be a gesture of goodwill and respect. However, it is important to balance this with ethical considerations to maintain transparency, avoid conflicts of interest, and uphold the integrity of our work. This purpose of this policy is to provide guidance to Personnel and Representatives in the giving and receiving of gifts.

2. Policy application

This policy applies all FemiliPNG Australia Personnel and Representatives.

3. Definitions

Personnel	A FemiliPNG Australia staff member, contractor or volunteer
Representative	A FemiliPNG Australia Board member
Gift	Something given to someone without obligation, and may be in the form of money, goods or other property.
Financial gift	Including monetary items, cash, gift cards, or items convertible to a monetary value such as shares of stock or lottery tickets.
Non-financial gift	This includes, but is not limited to, gift baskets, jewellery, clothing or artwork.
Personal gift	A personal gift from one or more partner staff members, or community members to Femili PNG Personnel or Representatives.
Organisational gift	A gift given publicly at a formal meeting or event, in recognition of both the person (and their role) and the organisation.

4. Policy

Receiving gifts

4.1 Personnel and Representatives of FemiliPNG Australia must not:

- Directly or indirectly ask for gifts from partners, partner personnel or members of the communities in which we work.
 - Asking for gifts can include direct requests, hints, jokes or references about gifts. Drawing attention to gifts should be avoided, for example, commenting on previous gifts given to other staff members.
- Accept any personal financial gifts.

4.2 Gifts that result in a significant personal benefit are not permitted. More information can be found in the Anti-Corruption Anti-Fraud Policy (POL-003).

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- 4.3 Personnel and Representatives of FemiliPNG Australia can:
- Accept non-financial, personal gifts up to a value of PGK70.00 (AUD27.00 approximately) per item. Personal gifts must be registered on the *gift register*.
 - Accept non-financial, personal gifts of a higher value (more than PGK70), however the gift must be declared to the CEO and registered on the *gift register*.
 - Accept organisational gifts on behalf of FemiliPNG Australia. Organisational gifts must be registered on the gift register and declared to the CEO. Organisational gifts may be re-shared amongst Personnel or Representatives or used for fundraising purposes.
- 4.4 The CEO is responsible for monitoring the number and value of gifts given to Personnel and Representatives; and may act as needed to reduce the number or value of gifts being given.

Giving gifts

- 4.5 Personnel and Representatives of FemiliPNG Australia can:
- Choose to purchase and give personal gifts to partner organisations or partner personnel when travelling on behalf of FemiliPNG Australia, up to a value of AUD50.00.
 - Personnel who want to give gifts of greater value should discuss this with the CEO.
 - Representatives who want to give gifts of greater value should discuss this with the CEO or Chair.
 - Gifts should be reasonable and proportionate¹.
 - Request to the CEO that FemiliPNG Australia supplies organisational gifts, as appropriate, for specific activities and / or visits to partners. Approval to purchase organisational gifts is at the CEO's discretion. Gifts at a value higher than AUD200 must be approved by the FemiliPNG Australia Board.

5. Policy amendments

All policies are subject to review and endorsement by the FemiliPNG Australia Board. Suggestions about this policy are welcome and should be directed to the FemiliPNG Australia CEO. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all Personnel.

This policy will be reviewed every five years, or as needed to meet governance obligations and/or changes in legislation.

6. Related documents

Document number	Document name
TOOL-001	Code of Conduct
POL-003	Anti-Corruption and Anti-Fraud Policy

¹ Reasonable and appropriate will vary depending on the context of the gift, the person giving the gift, and the person receiving the gift. Personal and Representatives are encouraged to discuss gifts with the CEO or Chair.

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