

Gift Policy

Policy number	1.16	Version	1
Drafted by	Moore	Approved by Council on	31 August 2024
Responsible person	Chief Commissioner	Scheduled review date	30 December 2026

1. This Policy replaces information in F/FRO 01/18 28th February 2018 – Giving and Receiving of Gifts

2. Introduction

The Australian Air League (**AAL**) is committed to providing a range of services to the community, and maintaining its integrity and reputation is critical in doing so.

From time to time, Members and Adult Supporters may be offered gifts or benefits in recognition of their contribution to the AAL and the broader AAL community. These situations may be sensitive, and they must be handled in a way that demonstrates that Members and Adult Supporters cannot be improperly influenced. It also cannot compromise the AAL's obligation under its Constitution to not provide remuneration to its members.

The tradition of hard-working members receiving modest gifts, on occasion, for their contribution to a Unit is not being criticised but there needs to be a practical limit.

Soliciting funds from members or non- members - whether in person or via such mechanisms as social media, pamphlets, posters, telephone calls, or specialised online fundraising sites - for presentation to a member of the League, can adversely impact the public image of the League.

- No such solicitation shall be carried out without the prior written permission of the relevant Group Executive Commissioner.

At all times, Members and Adult Supporters must act in accordance with this policy (and the AAL's other policies and procedures, including but not limited to, the Code of Conduct)

3. Purpose

The purpose of this Policy is to outline the AAL's policy on gifts and benefits. It gives Members and Adult Supporters guidance on what to do when gifts or benefits are offered to them or are to be provided to others.

Implementation of this policy will ensure that the integrity and reputation of the AAL is not compromised.

4. Scope

This Policy applies to all Members and Adult Supporters of the AAL.

"Member" means any person who holds a Certificate of Membership issued by the AAL. This includes;

- Uniformed members under 18 years of age (Cadet or Youth Members)
- Members 18 years of age and over (Adult Members)
 - Uniformed Adult Members
 - Non-Uniformed Adult Members (Associate)

"Adult Supporter" means an adult who, from time to time, assists the AAL in some way (but who is not a member).

5. Guiding principles

This Policy is based on the following principles:

- a) Gifts or benefits that may be perceived as representing a conflict of interest should not be accepted
- b) Gifts or benefits worth over \$100 must be recorded on the Gift Register, whether they are accepted or not (and the AAL's "Gift Declaration Form" completed and submitted – see below)
- c) Gifts or benefits worth \$100 or less may be recorded on the Gift Register

- d) If a gift or benefit is provided on behalf of the AAL, it must be recorded on the Gift Register (and the AAL's "Gift Declaration Form" completed and submitted – see below).

6. What is a gift or benefit?

A gift or benefit may include, but is not limited to, anything of value including mementos, meals, hospitality, tickets for events, or other entertainment, travel, special favours, gratuities, loans and payments to, or for the benefit of a member.

7. Managing offers of gifts or benefits

Should I accept?

It is recommended that you always exercise caution when being offered a gift or benefit. For example, consider:

- a) is the person or organisation in a contractual or regulatory relationship with the AAL (or is trying to be)?;
- b) would accepting create an actual or perceived conflict of interest?
- c) would accepting create a feeling of obligation?
- d) would accepting the gift or benefit reflect poorly on the AAL if reported in the media or raised before a government committee or the Australian Charities and Not-for-profits Commission (ACNC)?
- e) would accepting possibly breach the AAL's obligation under its Constitution to not remunerate Members?

If you accept

In some cases, gifts may be offered in good faith and with no intention or ability to undermine impartiality or independence. An example would be a small gift made by a parent of a Cadet. In such cases, refusal of a gift may cause embarrassment.

Any gift accepted by an AAL Member or Adult Supporter is accepted on behalf of the AAL and becomes the property of the AAL.

Gifts or benefits worth over \$100 must be reported promptly to the Group Executive Commissioner using the AAL's "Gift Declaration Form" (Form 48).

Details from this form will be placed on the Gift Register.

Members and Adult Supporters may report gifts or benefits worth \$100 or less, but this is not mandatory.

If you don't accept

If a gift or benefit worth over \$100 is offered but refused, the circumstances must be recorded on the AAL's "Gift Declaration Form" (Form 48).

Details from this form will be placed on the Gift Register.

8. Providing gifts

In some cases, the AAL may offer a gift for official purposes. Any gifts purchased from the AAL funds must be approved in advance by the Group Executive Commissioner, or Chief Commissioner and reported on the AAL's "Gift Declaration Form" (Form 48).

Details from this form will be placed on the Gift Register.

9. Internal gifts

In some cases, a Member or Adult Supporter (or group of Members and/or Adult Supporters) may wish to give a gift to another Member or Adult Supporter.

If the gift or benefit is worth over \$100, approval must be obtained by the Group Executive Commissioner, or Chief Commissioner by completing and submitting the AAL's "Gift Declaration Form" (Form 48).

Details from this form will be placed on the Gift Register.

This is for the purpose of ensuring that the AAL does not act in contradiction with its Constitution (i.e. to not remunerate its members) and to ensure that the process is carried out fairly.

10. Gift register

The Gift Registers will be maintained and held by the Group Executive Commissioner in a Group and the Federal Administration Comr. in the case of a Federal member.

11. Breaches of this Code

The behaviours listed in this policy reinforce our values and provide Members and Adult Supporters with an expected standard of behavior. Behaviours which are contrary to the spirit, or the stated requirements of this policy may result in disciplinary action (including termination of membership).

12. Monitoring and review

In accordance with the AAL's document management framework a review of this Gift Policy shall be conducted every two years.

The Council will be responsible for ensuring that this Gift Policy is reviewed and updated.

The Chief Commissioner will ensure that the benchmarks set out in this Gift Policy are fulfilled by all AAL Members and Adult Supporters.