



GIFTS AND HOSPITALITY POLICY

1. Introduction

At Ellenbrook Community Radio (Inc) trading as Radio VCA88.5FM (Radio VCA88.5FM) we value integrity, transparency, and fairness in all of its operations, including its interactions with donors, partners, suppliers, volunteers, and the community. As a volunteer-led organisation, we recognise that the giving or receiving of gifts and hospitality can be a thoughtful gesture, but it can also create real or perceived conflicts of interest.

This policy provides guidance on how gifts and hospitality should be handled to maintain the trust of our stakeholders and uphold our ethical standards.

2. Purpose

The purpose of this ***Gifts and Hospitality Policy*** is to provide clear guidelines on the giving and receiving of gifts and hospitality; prevent any actual or perceived conflicts of interest or undue influence in decision-making and ensure that all actions taken by the Management Committee, presenters and members (collectively referred to within this Policy as ‘volunteers’) who represent Radio VCA88.5FM are transparent, fair, and in line with our values. At all times Radio VCA88.5FM’s reputation and integrity is protected.

3. Scope of Policy

This policy applies to all members, presenters, Management Committee members and includes any contractors, or temporary workers acting on behalf of Radio VCA 88.5FM.

All situations where individuals may be offered gifts or hospitality in connection with their role or relationship with Radio VCA88.5FM.

It applies to all activities and events, whether they take place on or off-site, including community programs, fundraising events, meetings, and collaborations with external partners or donors.

4. Policy Rules

4.1 Acceptable Gifts and Hospitality

Gifts and hospitality may be accepted if they are:

- Of nominal value – modest value threshold.
- Given as a token of appreciation (e.g. a thank-you card, small item, or refreshment).
- Not intended to influence decisions or secure unfair advantage.
- Openly offered and received (not in secret).

- In line with cultural or social norms, and not excessive or lavish.

Examples of acceptable gifts:

- A box of chocolates or flowers from a service user.
- Light refreshments or a modest meal at a community meeting.
- Branded stationery from a partner organisation.

4.2 Unacceptable Gifts and Hospitality

Gifts or hospitality must not be accepted if they:

- Could be seen as a bribe or an attempt to influence a decision.
- Are given in return for preferential treatment or access.
- Are excessive, lavish, or cash-based (including vouchers or loans).
- Are offered secretly or under suspicious circumstances.
- Create a conflict of interest, or the appearance of one.

Examples of unacceptable gifts:

- Cash or high-value items such as electronics or jewellery.
- Personal invitations to expensive events not related to your role.
- Gifts from a supplier during a tender or selection process.

4.3 Giving Gifts or Hospitality

Volunteers and representatives of Radio VCA88.5FM should also avoid giving gifts or hospitality that:

- Could be perceived as attempting to gain influence or favour.
- Exceed the agreed modest value threshold.
- Are not approved by the Management committee appropriate.

Any organisational spending on gifts or hospitality must be:

- Transparent and approved in advance by the Management Committee.
- Within budget and properly documented.

4.4 Declaration and Recording

- Any gift or hospitality offered, whether accepted or declined, must be reported if it is valued over the modest value threshold.
- A Gifts and Hospitality Register will be maintained by the Secretary to record such instances.
- Volunteers should report offers to the Management Committee via email admin@vcfm.com.au with the subject line Gift Declaration.

5. Review and Monitoring

This policy will be reviewed annually or in response to significant changes in operations, legal requirements, or organizational needs.

This Policy applies to:

- All members, presenters and volunteers of Radio VCA88.5FM.

This policy should be read in conjunction with the following policies, available on Radio VCA88.5FM's website:

- Code of Conduct Policy
- Presenter Conduct & Participation Policy
- Conflict of Interest Policy & Procedure

5. Consequences of Breaching this Policy

Breaches of this Policy may result in disciplinary action being taken up to and including termination of membership. Behaviour may also be reported to the relevant authorities where considered appropriate. If you are unsure whether a gift or offer is appropriate, always seek advice before accepting or giving anything.

Policy Owner & Version Control

Policy Owner	Ellenbrook Community Radio (Inc) t/a Radio VCA88.5FM: Secretary
Next Review Date	This Policy will be reviewed annually or following significant changes in legislation or station operations.
Endorsed By	

Version	Status	Date Approved	Description/Sections Modified
V2	Adopted	13 October 2025	Final Version