

**Risk Management Institution of Australasia (RMIA)  
Policy – Gift**

**1. Policy Title: Gifts Policy**

*(the following information MUST be completed)*

**Policy Owner: Corporate Services Committee**

**Approved by: (Name) (Title)**

**Document Author / Primary Contact:**  
**Peter Hanzlicek**

**Computer File Name:**  
**x.x.x - Attach1 - Gifts\_Policy\_V1 0**

**Date of Approval: (date)**

**Next Review Date:**

Commentary: (if applicable)

**2. History**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Contents / Amendments Summary</b>
V1.0	Jan 06	Peter Hanzlicek	Base Document

---

**Risk Management Institution of Australasia (RMIA)**  
**Policy – Gift**

---

### **3. Policy Statement**

---

RMIA representatives and staff may accept token gifts or benefits having a value less than the nominated value when supplied in the course of RMIA business, provided there is no possibility that they or RMIA will be, or will appear to be, compromised, placed under an obligation or embarrassed or associated to any personal gain or the benefit of any personal associate (eg. friend or relative, business associate, company, etc).

**This policy also applies to contractors of RMIA where that contractor is acting on behalf of RMIA and the receipt of gifts can be seen as linking them with the RMIA services / products.**

Where such offers are made that have a value equivalent to or greater than the prescribed nominal amount defined within this policy:

- Approval is to be sought for those gifts / benefits before acceptance, where practical;
- Approvals should come from the respective Committee Executive, Chapter / SIG Executive;
- Where this is not practical, approval via the RMIA Board Executive and then Board ratification is to be sought through the next available Board meeting;
- The offers are to be captured in the Gifts Register, refer Attached.

This policy does not cover RMIA volunteer members when they are acting within their normal employment and not representing RMIA. Their organisation's relevant gifts policy should apply under those circumstances.

---

### **4. Reason for Policy**

---

From time to time in the course of performing assigned duties for the Risk Management Institution of Australasia (RMIA), its employee(s), members, contractors and directors may be offered gifts, benefits or other such items by people or organisations within or external to the Institution.

Within a "business" context, gifts or benefits are rarely offered to an individual for purely hospitable reasons where the gift or benefit is of little or no commercial value, such as a corporate memento. However, in cases where the gift or benefit has more than the specified nominal value, it is possible that it was offered to create a sense of obligation and/or an expectation that something may be given in return. In this context:

- RMIA believes the real key is in the judgement of each member and its committees as to whether a gift might be compromising or is unreasonable in the circumstances.
- The significance of a gift often lies in the circumstances surrounding the giving and the acceptance not in the dollar value.

A **dollar value (\$A100)** has been set to, at least, provide a baseline for reporting purposes. If unsure, declare it to the Corporate Services Committee for a decision.

---

### **5. Who Should Know Of This Policy**

---

- ✓ The RMIA Board members
- ✓ All Committee Members
- ✓ All State Chapter / Special Interest Group(s) Executives

---

**Risk Management Institution of Australasia (RMIA)  
Policy – Gift**

- ✓ All Third Parties (connected by contractual arrangements)
  - Others (please specify) – ✓ Audit Committee
- 

## **6. Definitions**

---

### **RMIA representatives:**

Are individuals (including representatives of corporate members) who hold a permanent or a voluntary position within RMIA and / or are associated with a person holding a position within RMIA. These voluntary positions include board, committees, etc. This also included contractors.

### **Contractors:**

Are individuals and / or organisations bound to RMIA through the provision of a service / product for or on behalf of the RMIA.

### **Gifts / Benefits, etc:**

The term / expression 'gifts or benefits' is used throughout this policy to signify either gifts, benefits, prizes, money, tickets, entertainment, meals, special privileges, products, services, pleasure or vacation trips, or accommodation (etc). When representing or perceived to be representing RMIA, the following definitions are provided:

- **Gifts:**

Are offered during the course of RMIA business relationships. Examples may include money (payments, services, fees), beverages (including alcohol), clothes, meals, food/hampers, products, equipment, jewellery and entertainment, special valuable privileges, pleasure or vacation trips or accommodations, etc.
- **Association Gifts:**

Are offered when attending an RMIA function or a donor's function. Such gifts are deemed the property of RMIA and as such are declared and remain the property of RMIA and are to be displayed / maintained at the office(s) of RMIA.
- **Benefits:**

Something offered in the course of RMIA business relationships, which is believed to be of value to the receiver. Examples may include access to special privileges such as private spectator boxes, preferential treatment, personal services, pleasure or vacation trips (including golf days and cruises), accommodation and access to confidential information (etc).
- **Token Gifts:**

Token gifts are typically of low dollar value and are infrequently received. They do not include cash. Token gifts that could be regarded as having a nominal value include low-priced promotional trinkets, souvenirs or corporate mementos such as pens, pencils, notepads, mugs, calendars, executive key rings, business card holders, caps and umbrellas, etc. that bear advertising messages. In determining what constitutes a token gift the affected person can apply the following:  
*How would an independent person judge the value of the gift, for example, free tickets to sporting events such as the State of Origin / Gran-prix would generally be highly valued and would therefore not be a token gift and should not be accepted immediately but declared seeking ratification?*
- **Hospitality:**

This may include flights, accommodation and / or catering where it is believed to be of value to the supplier of such services as future / proposed RMIA business.

---

## Risk Management Institution of Australasia (RMIA) Policy – Gift

- **Functions:**

When invited to attend any function and that function is deemed to be in response to the position held within RMIA, the invitation should only be accepted in line with the requirements in this policy.

**Note:** RMIA representatives must not engage, when representing RMIA, in any act that could be interpreted as seeking or receiving a bribe, kickback or questionable payment. Decisions made by representatives in the course of their activities must be objective and based solely upon the best interest of the RMIA. They should never be influenced by any consideration whatsoever of personal gain or gain to any personal associate (e.g. friend or relative). It is recommended that where there is uncertainty, all offered gifts / benefits, irrespective of value are declared and recorded.

**If there is any doubt, please refer your question / query to the Corporate Services Committee, through the RMIA Secretariat.**

---

### 7. Reporting Requirements

---

All non-token gifts or benefits of more than designated value, even those rejected:

- Must be reported to the Corporate Services Committee within 5 business days; and
- Are to be recorded in the RMIA Gifts Register, refer Attached.

The Corporate Services Committee will:

- Maintain the RMIA Gifts Register. The Gifts Register is accessible from the Committee and is to be used for recording information about all gifts, benefits, etc offered (above the nominated value);
  - Guide / assist recipient on whether reporting is required, where such request is made;
  - Report yearly to the Board, the contents of the register.
  - Report quarterly to the Board changes made to the register since last reported;
  - Notify the Board at the earliest possible opportunity where it is considered that the offer can be perceived to be an attempt to bribe or induce favoured treatment by the recipient.
- 

### 8. Related Information

---

#### RMIA CONTACT POINT

The Corporate Services Committee, through the RMIA Secretariat, is the initial contact point for any questions or queries. Where the Corporate Services Committee cannot answer the queries, they are to be referred to the RMIA Board.

The RMIA Secretariat can be contacted on:

Phone: 61 3 9899 7100  
Fax: 61 3 9890 6310  
Address: PO Box 93, Box Hill Vic 3128 Australia  
OR Email us: [RMIA Secretariat](#)

**Risk Management Institution of Australasia (RMIA)  
Policy – Gift**

**Form: Gifts Register**

Policy No.: Gifts\_v2  
 Procedure Owner: Chair, Corporate Services Committee  
 Date: 1/12/..... to 30/11/..... (yearly)

**Form: Gifts\_F1\_v1**  
 Responsible Area: Chair, Corporate Services Committee  
 File Location: Gifts\_Policy\_V2.0\_Draft

Gifts Register – 2005/06

Owner: Corporate Services Committee

Date Offered	Description	Value (est) \$A	Person / Company offering	Association with RMIA	To whom offer made	Referred to	Decision made	Date

**Legend: Decision made** – Rejected or Retained by RMIA or Retained by recipient