

**Org Policy 153 - Appendix 1**

**Beechworth Health Service**

# **Gifts Benefits and Hospitality Policy Form**

Employees are to complete the Gifts Benefits and Hospitality Policy Form in line with the requirements of Org 153 - Gifts Benefits and Hospitality Policy Form Policy. Completed forms are to be forwarded to the Chief Executive for approval.

<b>Person Making The Declaration</b>			
Name			
Position			
Signature		Date	

<b>Details of Gifts Benefits or Hospitality</b>	
Nature of Gifts Benefits or Hospitality offered	
Name and organisation of giver	
Reason for the Gifts Benefits or Hospitality	
Estimated value (ATID)	
Was the Gift(s) Benefits or Hospitality accepted?	<input type="checkbox"/> Yes (specify date of receipt.....) <input type="checkbox"/> No
Who retained the Gifts Benefits or Hospitality favour?	<input type="checkbox"/> The Gifts Benefits or Hospitality was retained by BHS <input type="checkbox"/> The Gifts Benefits or Hospitality was retained by the recipient
Does the recipient believe the Gifts Benefits or Hospitality is, or could reasonably be seen to be, an attempt to influence or otherwise compromise BHS or one or more of its employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No Give details and reasons below: