



CEPU SA Branch

GIFTS AND HOSPITALITY POLICY

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1. Persons responsible

Branch Secretary
Assistant Branch Secretary
Employees
Organisers
Industrial Officers

2. Purpose

The CEPU (Electrical Energy & Services Division) , SA Branch is committed to ensuring that it's decision making and processes are above reproach. As such, the CEPU discourages the acceptance of gifts or hospitality in order to avoid any perception that the CEPU's decision making processes could be influenced by this.

The purposes of this policy are to ensure that:

- the CEPU's decision making processes are not weakened or jeopardised;
- the CEPU's integrity is not undermined by a perception that the union is not impartial; and
- the CEPU's reputation is protected

This policy applies to officials and employees of the Branch Office.

This policy relates to:

- All hospitality in the form of free or discounted accommodation, meals, or entertainment, including tickets to events
- Any loans, gifts or money
- Any other material benefit

3. Acceptance of Gifts

The CEPU permits officers and employees to accept gifts in limited circumstances only.

An individual must decline a gift if there is reasonable belief that it is being provided in order to secure a particular benefit or to influence the CEPU's decision making around a particular issue, or where it could be perceived by a reasonable person that the giving of this gift may have this effect on union decision making.

In considering whether to accept or reject a gift, the individual must consult with the Branch Secretary.

4. Acceptance of Gifts

The CEPU permits All hospitality not pertaining to Union business in excess of \$100, or likely to have been in excess of \$100, must be declared to the Branch Secretary in writing.

5. Gifts (excluding Hospitality)

All gifts over the value of \$50, other than hospitality, shall be and remain the property of the CEPU under the control of the Branch Secretary. As appropriate, the Branch Secretary may:

- Donate the gift to a suitable charity
- Sell the gift at market value
- Sell the gift to an employee of the CEPU at market value;
- Give the gift to an employee (in the case of the Branch Secretary, this shall be notified to the Branch President);
- Distribute the gift amongst all staff to the extent practicable; or
- Retain the gift as property of the CEPU

Notwithstanding the above, and for the avoidance of doubt, any gift of cash must be refused.

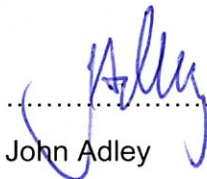
No employee, paid official or officer, may accept a gift from any employer or representative of an employer with whom the union is engaged in bargaining, or whom the union seeks to bargain or otherwise organise.

6. Guidance

Any officer or staff member who wishes to seek guidance in relation to this policy may contact the National Legal Officer for advice.

7. Review

This policy will be reviewed two years from date of effect.



John Adley

Branch Secretary

CEPU Electrical Energy and Services Division - SA Branch

