

LONG REEF GOLF CLUB (LRGC)

POLICIES AND PROCEDURES CONCERNING TIPS, GIFTS AND INDUCEMENTS AND EMPLOYEE ACKNOWLEDGEMENT

(LRGC By-Law 42)

1. Introduction

The purpose of this document is to set down policies and procedures for the above matters and to have each current and new permanent, casual or contracted employee of LRGc sign to acknowledge that they have read and understood these policies and procedures, and that sufficient time has been allowed for them to do so.

This document is to be read and acknowledged with a witnessed signature. The requirement to provide this acknowledgement is made in conjunction with the LRGc Board's policy and procedural document concerning **Fraud** (LRGC By-Law 39 Sections 1 and 2.7), and the LRGc Board Charter.

2. Definitions

For the purposes of this document the following definitions apply:

- a. **Tip:** a small amount of extra money given to a person as a means of thanking them for a service they have provided.
- b. **Gift:** a benefit, favour, discount, entertainment, travel, hospitality, loan (financial or material), or any other item or assistance with a monetary value.
- c. **Inducement:** an act or thing from a supplier of goods or services to LRGc that is intended to make or persuade an employee or Director to do something.

3. Policies and Procedures

3.1 The Board of Directors of LRGc are committed to the Club being a professional, fair and ethical workplace. This can only be maintained if there is confidence that all employees and Directors are not influenced in any way by the offering or receiving of gifts, and inducements. Occurrence of these events can only lead to situations where an employee or Director is seen as making a personal gain or profit, and/or favourable treatment of a person or company outside of LRGc who is providing goods or services to LRGc. A further effect of these situations is the potential damage to an employee's or Director's integrity, professionalism and reputation.

3.2 **Tips** up to a maximum of \$50 (offered or accepted), are exempt from this policy and are the subject of arrangements made by LRGc Management for all relevant employees.

3.3 **Gifts and Inducements** are readily perceived as influencing decisions and relationships concerning supply of goods and services to LRG. Employees and Directors **must never** request a gift or make a suggestion that can be perceived as seeking to influence a supplier of goods or services to LRG.

3.4 The offering of gifts or inducements to an employee or Director by a supplier of goods or services to LRG **must** be declared and reported to the General Manager and as necessary to the Treasurer or the President (see By-Law 39 Section 3.1). This includes invitations to functions and other events outside of LRG. The General Manager will maintain and keep up to date a Gifts and Benefits register of all such offerings along with the decision made as to acceptance or otherwise.

3.5 A breach of this policy by an employee of LRG may cause their immediate dismissal.

3.6 Note: Directors of LRG have acknowledged and accepted these policies and procedures through their acknowledgement and signing of the LRG Board Charter.

4.0 Acknowledgement by Employee

4.1 I: (print full name) hereby acknowledge that:

- a. I have been given sufficient time to read the contents of this document and;
- b. I have read and understand the contents of this document.

Signature:

Date:

Witness: (LRG Employee/Director (print full name)

Title:

Witness Signature:

Date: