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MANAGEMENT MANUAL Accepting gifts or hospitality

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ACCC GIFTS AND HOSPITALITY DECLARATION FORM

DATE:	1)June/July 2012 2)13 Dec 2012
EMPLOYEE'S NAME AND APS CLASSIFICATION:	EL2
NAME OF DONOR PERSON / ORGANISATION:	1) Tom Duggan (counsel) 2) AGS
FULL DESCRIPTION OF GIFTS/ HOSPITALITY ACCEPTED	Cup of coffee and sandwich Cup of coffee
ESTIMATED MONETARY VALUE	1)less than \$10 2)less than \$4
1 \$	
2 not known	
3 minimal	
REASONS GIFT/ HOSPITALITY NOT REFUSED	No conflict, minimal value 2) no conflict, minimal value
1 no conflict	
2 give offence	
? minimal value	