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MANAGEMENT MANUAL Accepting gifts or hospitality

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ACCC GIFTS AND HOSPITALITY DECLARATION FORM

DATE:	20 December 2012	
EMPLOYEE'S NAME AND APS CLASSIFICATION:	EL1 APS6	
NAME OF DONOR PERSON / ORGANISATION:	Avant Card	
FULL DESCRIPTION OF GIFTS/ HOSPITALITY ACCEPTED	Gift pack to share between which includes various music CDs, family zoo pass, professional development book, tea packages, coconut soap and a bottle of Galliano Vanilla	
ESTIMATED MONETARY		
VALUE	Sarah Blasko 'I awake' album	\$14.99
1 \$	Tame Impala 'Lonerism' album	\$19.99
1 7	The Presets 'Pacifica' album	\$14.99
2 not known	Andrea Bocelli 'Concerto – one night in Central Park'	\$19.99
3 minimal	The Tenors album	\$26.99
	Various artists compilation 'Hope: Songs of faith and inspiration	\$27.99
	Tea bags (2 sets - \$7.95 each)	\$15.90
	Who moved my Stilton? Book	\$19.99
	Family zoo pass	\$59.50
	Galliano liqueur	\$44.99
	Eco store coconut soap (2 soaps - \$3.54	
	each)	\$7.08
	TOTAL	\$272.40

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REASONS GIFT/ HOSPITALITY NOT REFUSED

1 no conflict

2 give offence

3 minimal value

Reasons 1, 2 and 3

No conflict and minimal value

and will only be taking one CD, soap and tea bag package each for personal consumption which comes to a total of \$29.98 each.

The Galliano Liqueur, Family Zoo Pass and other CDs will be donated to the Melbourne Social Club to use in 2013 raffles.

The professional development book will be added to the Product Safety Education team's bookshelf for all to use.

May give offence

It would be rude to return the gift as Avant have gone to the trouble of putting together a specific pack for us for the festive season.