



Gifts, Benefits and Hospitality Policy

Purpose

The purpose of this policy is to:

- Provide guidance to all personnel of Assured Auditing on how to deal with gifts, benefits or acts of hospitality from a third party during the course of their contract with the organisation.
- To ensure that all personnel of Assured Auditing are not compromised or publicly perceived to be biased by receipt of gifts benefits or hospitality
- To ensure the responsible provision of gifts benefits and hospitality by Assured Auditing and its employees to any external third parties
- All personnel of Assured Auditing are to comply with the Ethical Conduct for Auditors Policy.

Scope

This procedure sets out how personnel of Assured Auditing are to demonstrate integrity and impartiality in relation to the acceptance and the giving of gifts, benefits, and hospitality. It also provides guidelines for disclosure and for accepting and rejecting offers of gifts, benefits, and hospitality.

Policy/Procedure

In the course of employment, employees and contractors may be offered gifts, benefits or provided with hospitality in association with their work. It is important to recognise that accepting gifts, benefits or hospitality can give the impression that an employee may favour a particular person or organisation when making decisions or taking action, even when this was not the intention of the employee or offeror of the gift.

To ensure that the impartiality of Assured Auditing and its employees is not comprised, this procedure has been developed to provide guidance to employees on how to deal with an offer of a gift, benefit, or hospitality from a third party during the course of their employment.

Employees or contractors:

- Must not solicit gifts, benefits or hospitality
- Must refuse all offers of gifts, benefits or hospitality that could be reasonably perceived as undermining the integrity and impartiality of Assured Auditing
- Must refuse all offers of gifts, benefits or hospitality from people or organisations they are auditing
- Must refuse bribes and report bribery attempts to the Managing Director who may report this to the local state Police.

If unsure about how to respond to an offer of a gift, benefit, or hospitality of more than nominal value, immediately seek advice from the Managing Director.

Modest hospitality

Tea or coffee offered in the course of an audit at the organisation's premises may be accepted. These will have been offered as a courtesy and to make the audit team feel welcome. Similarly, light refreshments such as finger food or sandwiches may be accepted.

Modest hospitality offered as part of official business is not reportable.

The hospitality can be accepted as long as it does not present a perceived conflict of interest.

In all cases, the hospitality must be proportionate to the audit.

Responsibility

The Managing Director is responsible for this policy and all actions taken within it.

References

Section 175, Crimes Act 1958

ISO/IEC 17065:2012

Gifts, Benefits and Hospitality Policy

Document Number	Version Number	Approval date	Amendments	Authorised by
Internal 059	1	March 2024		Emma Healey