Template text: Information for public officers

As public officers, we work to serve the Western Australian community every day and must always act with the highest level of integrity.

If we accept or provide gifts, benefits and hospitality people might think we make decisions for personal gain. It might make people question our ability to make decisions that are honest, fair and in the best interests of the community we serve. This could damage our collective and individual reputation, lead to a misuse of public money or, ultimately, reduce community trust.

These risks are even higher if you are involved in activities such as procurement, regulation, licensing, approvals, grants and sponsorship; and if you are in a senior leadership position.

Our <insert relevant ethical codes, policies and procedures> describes our expectations about how to make good decisions about gifts, benefits and hospitality.

It is your responsibility to:

* read these documents and act accordingly
* know what offers you have to declare and record, on what forms and who has to approve these and by when
* know our rules around providing gifts, benefits and hospitality, and make sure any expenditure aligns with our purchasing and credit card policies
* seek advice from <insert relevant person or team> if you are unsure about how to manage gifts, benefits and hospitality.

It can be difficult to find the right words when a client, supplier or stakeholder offers you a gift, benefit or hospitality and you’re not sure whether you can or should accept it.

A simple way to decline when something is offered to you is to say “All we need is thanks because for us it’s all in a day’s work”.