



NSW Police Force

Receipt of Gifts and Benefits Policy Statement

NSW Police Force employees are generally expected to refuse any gift offered to them in relation to any duty, responsibility or functions they have as an employee of the NSW Police Force.

Gifts and benefits are defined by the Public Service Commission as any item, service, prize, hospitality or travel, provided by a customer, client, applicant, supplier, potential supplier or external organisation which has an intrinsic value and/or a value to the recipient, a member of their family, relation, friend or associate.

Our commitment is to ensure that the NSW Police Force:

- provides services to the community in a fair, ethical and consistent manner
- provides guidance for its employees on identifying and managing conflicts of interest.

Responsibilities:

- **Senior Executive** – approve and support the *NSW Police Force Receipt of Gifts and Benefits Policy* ('the policy') and *NSW Police Force Receipt of Gifts and Benefits Guidelines* ('the guidelines'); regularly monitor and review the policy and the guidelines and promote and support a culture that complies with it.
- **Commanders/Managers** – communicate, manage and ensure compliance with *NSW Police Force Receipt of Gifts and Benefits Policy* and *NSW Police Force Receipt of Gifts and Benefits Guidelines* in their command by identifying risks and obligations; developing controls; monitoring effectiveness of controls, reporting breaches; and attesting to the effectiveness of command compliance.
- **All staff** – know and comply with *NSW Police Force Receipt of Gifts and Benefits Policy* and *NSW Police Force Receipt of Gifts and Benefits Guidelines*; generally refuse the offer of gifts and benefits. In exceptional circumstances where you are unable to refuse, record the circumstances and report the acceptance to your commander or manager.

**Endorsed by the Assistant Commissioner
Professional Standards Command
December 2017**