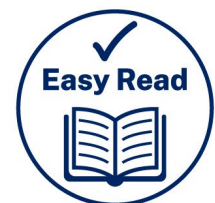


# Gifts, Benefits and Bequests (GBB) Policy

## How we manage gifts at work

Easy Read version



## How to use this policy



A **policy** is:

- a government plan for how to do things
- where rules come from.



The NSW Department of Communities and Justice wrote this policy.

When you read the word 'we', it means the NSW Department of Communities and Justice.



We wrote this policy in an easy to read way.

We use pictures to explain some ideas.

**Bold**

We wrote some important words in **bold**.

Not bold

This means the letters are thicker and darker.



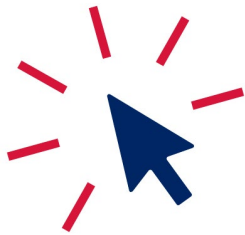
We explain what these words mean.

There is a list of these words on page [18](#).



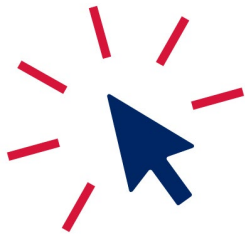
This is an Easy Read summary of the Gifts, Benefits and Bequests (GBB) Policy and Procedure.

This means it only includes the most important ideas.



You can find the full policy on our website.

[dcj.nsw.gov.au/resources/policies/gifts-benefits-and-bequests.html](https://dcj.nsw.gov.au/resources/policies/gifts-benefits-and-bequests.html)



If you work with us you can find the full policy on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/gifts-benefits-and-bequests.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/gifts-benefits-and-bequests.html)



You can ask for help to read this policy.

A friend, family member or support person might be able to help you.

# What's in this policy?

About this policy 5

---

Why we need to manage gifts 7

---

How to tell us about gifts 9

---

How we manage gifts 11

---

Gifts from workers at the NSW Department of  
Communities and Justice 12

---

Support to use this policy 15

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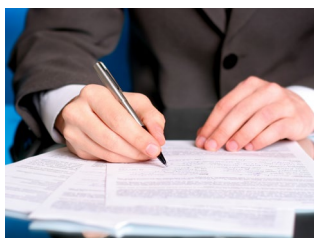
More information 16

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Word list 18

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## About this policy



This policy is about how we manage **gifts, benefits and bequests**.



Gifts, benefits and bequests are items or services that someone:

- gives you
- wants to give you
- wants you to have after they die.



For example, a person might offer to:

- take you out to lunch
- give you alcohol or a gift card
- pay for your travel.



Someone might tell you they will leave you a gift after they die.



This policy is for everyone who works for the NSW Department of Communities and Justice.



You might also have to follow other:

- laws
- rules.

# Why we need to manage gifts



You must never accept gifts.



Gifts can affect the way you make decisions.



For example, someone might give you a gift so you will:

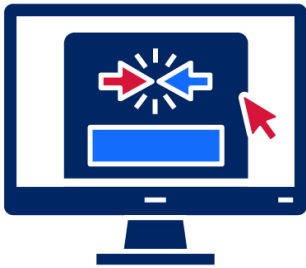
- like them
- treat them well in the future
- behave in a certain way.



We call this a **conflict of interest**.

A conflict of interest is when you could affect a decision so the result is better for:

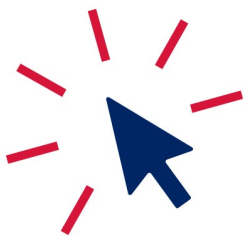
- you
- someone you know.



We wrote an Easy Read version of our policy about conflicts of interest.

You can find it on our website.

[dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html](https://dcj.nsw.gov.au/resources/policies/conflicts-of-interest.html)



If you work with us you can find it on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/conflict-of-interest.html)



## How to tell us about gifts



You must tell us if someone offers you a gift.



You must tell us even if you did not accept the gift.



You can tell us by filling out a form on our website.

[dcj.nsw.gov.au/resources/policies/gifts-benefits-and-bequests.html](https://dcj.nsw.gov.au/resources/policies/gifts-benefits-and-bequests.html)



If you work with us you can tell us by filling out a form on our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/gifts-benefits-and-bequests.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/gifts-benefits-and-bequests.html)



You must fill out this form within 7 business days of someone offering you a gift.



You won't get in trouble if you tell us about a gift someone offers you.



It is a **breach** of the policy to keep a gift a secret. This means you will get in trouble.



A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.

## How we manage gifts



We will make sure any gifts people give you don't affect your decisions.

For example, we might give the gift:



- to a charity



- back to the person who offered it.



If we think someone has broken the law, we can tell the Independent Commission Against Corruption.

# Gifts from workers at the NSW Department of Communities and Justice



You might want to share a gift with the team you work with at NSW Department of Communities and Justice.



**Token gifts** are small gifts between people who work together.

Token gifts often won't affect how people make decisions.



For example, if someone:

- buys you a coffee
- gives you a birthday present – like flowers or chocolate.



But if you think a gift might affect your decisions, you must:



- not accept the gift
- tell us by filling out the form.



For example, if someone offers you jewellery.

But they ask you for more services.



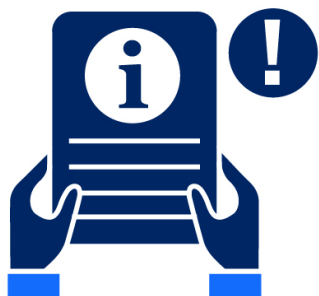
Or someone invites you to an event they are paying for.

But you will take part in a decision about giving them work.

## Keeping your information safe



We follow the law about how to keep information safe.



We won't share it with anyone unless:

- we need to
- the law says we must.

## Support to use this policy



You can ask your manager or supervisor for more information about this policy.



You can also ask the Fraud and Corruption Control Unit for more information.

The Fraud and Corruption Control Unit helps managers and workers understand our policies.



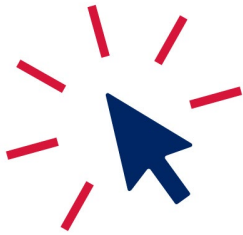
You can also contact our People Business Partners if you disagree with a decision we made about a gift you received.



You can ask your manager or supervisor about how to contact:

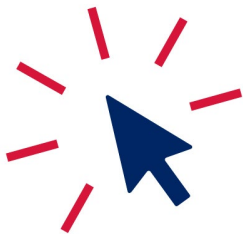
- the Fraud and Corruption Control Unit
- our People Business Partners.

## More information



You can find out more about this policy on our website.

[dcj.nsw.gov.au/resources/policies/gifts-benefits-and-bequests.html](https://dcj.nsw.gov.au/resources/policies/gifts-benefits-and-bequests.html)



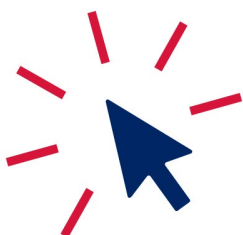
If you work for us, you can visit our staff website.

[intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/gifts-benefits-and-bequests.html](https://intranet2.dcj.nsw.gov.au/employee-resources/my-ethics-and-compliance/gifts-benefits-and-bequests.html)



You can email us for more information.

[giftsbenefitsbequests@dcj.nsw.gov.au](mailto:giftsbenefitsbequests@dcj.nsw.gov.au)



You can find more contact information on our website.

[dcj.nsw.gov.au/contact-us.html](https://dcj.nsw.gov.au/contact-us.html)



## Translating and Interpreting Service (TIS)



If you need something in a language other than English, you can call the Translating and Interpreting Service (TIS).

**131 450**



You can ask for their support to send us an email.

**[giftsbenefitsbequests@dcj.nsw.gov.au](mailto:giftsbenefitsbequests@dcj.nsw.gov.au)**

# Word list

This list explains what the **bold** words in this document mean.



## **Breach**

A breach is when someone:

- doesn't follow the rules
- does something they are not allowed to do.



## **Conflicts of interest**

A conflict of interest is when you could affect a decision so the result is better for:

- you
- someone you know.



## **Gifts, benefits and bequests**

Gifts, benefits and bequests are items or services that someone:

- gives you
- wants to give you
- wants you to have after they die.



## Policy

A policy is:

- a government plan for how to do things
- where rules come from.



## Token gifts

Token gifts are small gifts between people who work together.

Token gifts often won't affect how people make decisions.



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