



# Gift Policy

2.12 policy

## Rationale:

Flowers can be given to current staff for the following events:

1. Death of Direct Relative
2. Years of Service Milestones/Retirement-Gift up to \$50
3. A reward and recognition event
3. Flowers /card sent direct to family members of death of staff member

**Gifts and Flowers can also be given for the following:**

1. Retiring School Councillors, Assistant Principals and Principals, Staff after 5 or more years' service Gift up to \$50

## **Catered Functions for Staff**

For a range of reasons, catered activities maybe occasionally provided for employees. These may include:

As part of a larger staff related event, eg Training course, workshop, planning day seminar or conference.

Recognition of organisational or individual achievement (for example successful completion of a project or the retirement of a long standing member of staff).

Gifts to staff members leaving/retiring/recognition, must be approved by school council before being purchased.

*This policy was last ratified by school Council on the: 20th/ Feb /2025*

Principal.....Council President.....