



Standard 4.02 – Acceptance of Gifts

1. Application

This Guideline applies to all NQBP Personnel.

2. Policy

Under Policy 4 – Finance, NQBP is expected to maintain the highest level of governance. This standard defines how NQBP will manage potential issues from the Acceptance of Gifts.

NQBP's business is dependent on good relations and fair treatment of customers, corporate officers and the public. NQBP's integrity is fundamental in the development and maintenance of these relationships. The acceptance of some gifts under certain circumstances may be considered to be a conflict of interest under NQBP's Code of Conduct policy. Some offered gifts must not be accepted. Some accepted gifts may need to be registered.

Benefits accruing to a director, employee or Contractor arising out of their employment or engagement by NQBP should accrue to NQBP.

NQBP relies on the integrity of all its officers in their professional dealings, including the acceptance of gifts by directors, employees and Contractors in their professional capacity as a representative of NQBP. If there is an actual or perceived conflict of interest that would result from the acceptance of gifts, it must be reported to the Chief Executive Officer (CEO) prior to, or immediately following acceptance, for a decision under the Code of Conduct policy.

All gifts accepted by an employee or Contractor (other than gifts made by a personal friend or family member in a purely personal capacity) which have a market value of over \$100.00 must, within 14 days, be declared to the Financial Controller for registration.

All gifts accepted by a director, in their capacity as a director of NQBP, which have a market value of over \$100.00 must be declared to the Board Secretary for registration.

Gifts include:

- Entertainment, hospitality, travel or other benefits; and
- A valuable item of property, whether of a personal nature or otherwise, including for example, money, ornate or precision display clocks, furniture, figurines, works of art, jewellery, personal items containing precious metals or stones and fine art work.

If a director, employee or Contractor receives more than one gift from the same donor in a financial year, and the current market value of all gifts exceeds \$250.00, all gifts must be reported.

Unless otherwise arranged by the CEO, all gifts received by directors, employees or Contractors as representatives of NQBP, become the property of NQBP.

Sponsorships or Donations Provided to NQBP:

NQBP seeks, from time to time, sponsorships or support from external parties for specific projects or activities. This includes the coordination of the receipt of sponsorships or support from external parties who have agreed to collaborate on specific projects or activities benefiting port communities. Such sponsorships and support will require Board approval prior to approaching

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external parties. Potential conflict of interest issues will need particular consideration in accordance with Disclosure and Conflicts of Interest Procedure (Compliance Procedure 2.02).

3. Acceptance of Gifts Policy, Procedure, Standard and Legislative Framework

NQBP is a Government Owned Corporation and port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- a. Policy 2 – Compliance
- b. Policy 4 – Finance
- c. Standard 2.01 – Code of Conduct
- d. Finance Standards, Guidelines, and Procedures
- e. Corporations Act 2001 (Cth)
- f. Government Owned Corporations Act 1993 (Qld)
- g. Financial Accountability Act 2009 (Qld)
- h. Code of Practice for Government Owned Corporations' Financial Arrangements
- i. Corporate Governance Guidelines for Government Owned Corporations February 2009.
- j. Australian Accounting Standards

4. Procedure Review Date

This procedure should be reviewed by 31 January 2019.

5. Definitions

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

NQBP Employee: means employees and Contractors of NQBP but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

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