

Gifts and Benefits Decision-Making Flowchart

Have you been offered or received a gift or benefit
in connection with your APS duties?

Is it an illegal inducement or a
prohibited item? (e.g. cash)

Yes

DECLINE and DECLARE

No

Has your agency, role or activity
been identified for high risk of
corruption or conflict of interest?

Yes

DECLINE / RETURN

No

Is it a cultural gift or would refusal
cause detriment to agency
relationships?

Yes

ACCEPT and HANDLE
in line with agency
policy and
DECLARE / PUBLICLY
REPORT

No

Would acceptance be in the
public interest or benefit your
agency?

Yes

ACCEPT and HANDLE
in line with agency
policy and
DECLARE / PUBLICLY
REPORT

No

Can the gift/benefit be practically
declined or returned?

Yes

DECLINE / RETURN

No

DO NOT accept any gift or benefit unless it is line with your agency's policy and you have
obtained authorisation to accept from a nominated delegate.

If a gift or benefit cannot be practically declined or returned or is otherwise authorised
to be accepted, **HANDLE** in line with agency policy and ensure that all decisions are
documented, including consideration of any identified agency risks.

Regardless of value: Decline where practical, accept only in line with your agency's policy,
always internally declare