



SENSITIVE TRANSACTIONS POLICY

Purpose

To provide clarity and guidance on decisions relating to the receipt of gifts and hospitality by Te Kupenga staff and expenditure on the same for staff or others. The intention is to ensure staff exercise integrity and financial prudence so that the risks associated with sensitive transactions are minimised.

Principles

Sensitive transactions are those of a discretionary nature where there is, or is perceived to be, personal benefit in addition to the benefit to Te Kupenga. They often arise in the context of hospitality, travel or appreciation of professional services.

As an official agency of the New Zealand Catholic Bishops Conference, with considerable funding from the Catholic community, Te Kupenga must ensure that it conducts its business in accordance with the principles of good stewardship, professional integrity, transparency and financial prudence. Poor decisions could damage Te Kupenga's reputation, harm the standing of the Catholic church and trigger investigation by tertiary education regulators.

In making judgements about the appropriateness of sensitive transactions, staff should consider whether:

- The transaction aligns with the purpose, character and business interests of Te Kupenga
- The transaction could be justified to a stakeholder (eg a donor or a bishop)
- Publicity about the transaction could harm the reputation of Te Kupenga or the Church
- The transaction could be seen to create a conflict of interest or future obligation
- The transaction is in accordance with tertiary education regulations as set by TEC, NZQA or other regulators.

Sensitive expenditure by Te Kupenga staff should always be moderate, related to the objectives of Te Kupenga and be appropriately authorised and documented. Receipt of gifts or hospitality should never be solicited and should be rare, of modest value and declared.

Specific guidance

Staff functions and gifts

As a good employer, Te Kupenga welcomes and farewells staff, and occasionally celebrates a significant achievement, with a modest function, generally at morning tea or at lunch. The costs should be modest and proportionate to the event.

Farewell gifts should not exceed \$200 in value, other than in exceptional circumstances. This is calculated on the basis of \$40 per year, up to five years' service. Staff should be encouraged to make

a personal donation to any gift. Gifts for any other personal event such as a birthday, graduation or wedding should be funded personally by colleagues.

Flowers to mark a bereavement or illness of a staff member or close relative may be sent, up to the value of \$100.

Where staff gather for a professional development event or similar gathering, Te Kupenga provides modest catering when the meeting spans normal mealtimes. Alcohol will not be paid for by Te Kupenga for any celebrations, gatherings, meetings or team building days with the exception of a special event or occasion requiring pre-approval of the CE.

Staff travel

Te Kupenga will pay for travel, meals, accommodation and necessary incidental expenses for approved travel. This may include airline tickets, rental cars, public transport tickets, taxis, mileage and parking costs. All travel is viewed as sensitive expenditure, and care must be taken with costs and approval. All travel bookings must be made using the most cost-effective option. See also the TK Financial Operations Policy for booking travel arrangements (page 3, under Purchasing).

Te Kupenga will not pay for movies or other entertainment, use of special hotel facilities, parking fines or traffic infringements, hotel minibar costs, books or magazines which are not work-related, snacks while travelling or petrol other than for a rental car or that agreed as part of a staff member's employment conditions. Staff who use their personal vehicle for approved work travel will be reimbursed for mileage based on the published IRD kilometre rate. Accurate records of kilometres travelled must be kept.

When staff are travelling on Te Kupenga business, meals and other incidentals will be paid based on actual and reasonable costs. Reimbursement for meal expenses are a maximum of \$80 per day (including GST), with the following maximum amounts:

Breakfast: up to \$20

Lunch: up to \$20

Dinner: up to \$40

Any excess is a personal cost to the staff member.

Purchase of alcohol with meals or while travelling is a personal expense and will not be reimbursed.

Reimbursement of expenses

Staff members can claim for reimbursement of authorised and reasonable work-related expenses. Claims can be made by completing the [Expense claim form.xlsx](#) and sending the form with proof of purchase (invoice or GST receipt itemising the products/services bought) to the Operations Manager and/or Auckland Office Manager within 3 months of the expense being made. Omitting to provide an invoice or GST receipt might lead to your claim being dismissed

All expenses made should be claimed in the financial year of purchase.

Professional affiliations

Membership of a professional body is sensitive expenditure as it is personal in nature. A professional membership fee may be paid by Te Kupenga if membership is:

- Clearly relevant to the performance of the staff member's duties and for the benefit of Te Kupenga
- For no longer than one year in duration, unless a significant discount can be obtained by paying for a longer period.

Te Kupenga gifts & hospitality

Gifts and koha may be given to external parties as a token of appreciation in certain circumstances, such as non-remunerated or subsidised services to Te Kupenga or as a culturally appropriate act of reciprocity. The value of any gift or koha should be modest and proportionate.

When Te Kupenga staff host a meeting or event with external participants, normal host courtesies and responsibility apply, including provision of refreshments and meals, when appropriate. These should be moderate in cost. Purchase of alcohol for a special event or occasion requires pre-approval of the CE. Host responsibility extends to meeting the cost of travel home by any Te Kupenga staff required to attend an after-hours function, when their usual means of commuting is not available or not safe.

Student inducement

Te Kupenga will not seek enrolment through offering of an inducement. As per TEC guidelines, an inducement includes any of the following, where they induce a student to enrol:

- (i) a financial benefit to the student; or
- (ii) a personal advantage to the student; or
- (iii) a physical item that a student retains possession of after the course of study or training has ended.

Business gifts & hospitality

Staff may accept hospitality and gifts where the gift is infrequent and inexpensive, except where:

- there is a perceived or actual conflict of interest;
- the gift is in cash, or is redeemed for cash;
- it could be viewed by others as an inducement or reward that might place Te Kupenga under an obligation; or
- staff are involved in a tender process.

Any gift or hospitality with a value over \$50 should be declared to the staff member's direct manager. The manager may approve acceptance, or require any gift received to be returned, re-gifted or shared with colleagues.

Gifts from students to academic staff are a common and culturally appropriate form of gratitude, and so generally do not fall under the conflict of interest category. The exceptions are where there is reason to believe the gift is intended to place the lecturer under obligation, the gift is in cash, or where the gift is recurring or of more than a \$50 value.

Hospitality is generally accepted where it arises in the context of a conference or meeting, with the cost covered in the entry fee or where the duration of the meeting justifies refreshments.

Te Kupenga staff may, with the approval of their manager, accept speaking or teaching commitments at conferences or similar gatherings where some or all of the costs of attending are paid, and the event is clearly relevant to their work.

Where a staff member seeks or is offered cash for employment or activities outside Te Kupenga, and where that activity is substantively similar to their role or could affect their ability to carry out their duties, it could constitute a conflict of interest. The staff member should initiate a conversation with their manager to clarify before accepting any such employment or activity.

Compliance

Colleagues who have any concerns about an employee's decision making on gifts and hospitality should raise them with their manager, for investigation. Staff who fail to comply with the provisions of the Sensitive Transactions Policy may be subject to disciplinary action, potentially leading to dismissal.

Approval & Review

The Sensitive Transactions Policy is subject to the normal three-yearly review. Review and approval is the responsibility of the Governance Board.

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