



A. M. D. G.
WAH YAN COLLEGE HONG KONG
A JESUIT SECONDARY SCHOOL
281 QUEEN'S ROAD EAST, HONG KONG
香港華仁書院
香港皇后大道東281號

Tel:(852) 2572 2251
Fax:(852) 2572 9370
<http://www.wahyan.edu.hk>
wahyan@wahyan.edu.hk

Policy on Acceptance of Gifts and Advantages by Staff and School Managers

This sets out the school policy on acceptance of gifts and advantages by staff in connection with any business of the School. The term “advantage” is defined in the Prevention of Bribery Ordinance and includes money, gift, loan, fee, reward, office, employment, contract, service and favour.

Acceptance of Advantages

Permission is given for staff to accept, but not solicit, the following advantages:

- (a) Gifts from pupils or parents, provided that the value of the gift does not exceed **(HK\$100)**;
- (b) Gifts from pupils or parents at graduation ceremonies provided that the aggregate value of the gifts does not exceed **(HK\$500)** on each occasion; and
- (c) Gifts from parents, colleagues, pupils or former pupils of the School on the occasion of retirement or resignation provided that the value of the gift from any one person does not exceed **(HK\$1,000)**.

[Note: Figures in brackets are recommended by the Education Bureau for adoption by schools.]

If a staff member wishes to accept any advantage not listed above, he/ she must, before or as soon as possible after acceptance, seek the written permission of the Supervisor/Principal of the School. Permission for the Supervisor, any School Manager or Principal to accept an advantage must be given by the IMC. There is however no restriction on the acceptance of advantages in the staff's private capacity, unconnected with their school duties, i.e. from a person who has no connection with the School. In case of doubt, the most appropriate action is to seek the advice of the IMC.

Entertainment is not an advantage under the Prevention of Bribery Ordinance. However, to avoid any perceived conflict of interest, staff should not accept lavish or frequent entertainment from persons with whom they or the School are having business dealings.