

1003. DEPARTING GIFTS POLICY

PURPOSE

This policy provides guidance on providing departing gifts for committee members, staff, contractors and volunteers who are finishing their service with the Adelaide Showground Farmers' Market Inc.

OBJECTIVE

The key objectives of this policy are:

1. To ensure that the contribution of committee members, staff, contractor and volunteers are recognised and acknowledge appropriately;
2. To ensure consistency in the provision and value of leaving gifts.

BENEFITS

The purpose of providing departing gifts to thank people for the contribution that they have made to the organisation provides benefits in terms of:

- Goodwill from people leaving to ensure they leave on good terms with the organisation and feel that they have been acknowledged for the contribution they have made;
- A boost in the morale of people who remain with the organisation who see their colleagues appreciated.

POLICY SCOPE/COVERAGE

The policy includes committee members, staff, contractors and volunteers who have provided more than 4 years of consecutive service to the organisation.

VALUE OF GIFT

The value of gifts are recommended to be in the approximate range of \$50 to \$200 per recipient, with the value of the gifts within this range to be in accordance with the length of service – i.e. the longer the length of service, the higher the value of the gift.

Discretion is provided to the Chair and EO for the provision of gifts where the length of service is less than 4 years and a significant contribution has been made by the individual and/or a more expensive gift may be warranted.

POLICY REVIEW

This policy will be subject to review in February 2024 and thereafter on a 48-monthly basis, unless an earlier review is considered necessary by the ASFM Management Committee and/or executive staff.

VERSION HISTORY	AUTHOR(S) POSTION	CHANGES	APPROVAL DATE
1.	ERatcliffe		1/7/2014
2.	CRobertson	Name changed AND upper limit changed	19/2/20
3.			