

### **Description**

This policy outlines the guidelines for personal use and benefit which may arise from working within the Presbytery.

### **Applicability**

All staff members and volunteers of Sydney Presbytery where possible benefits may flow.

### **Policy**

1. The Executive Minister will approve the name and nature of any organisation where a possible employee benefit is offered before dealings are undertaken.
  - a. Once the organisation is approved this is to be communicated with Staff.
  - b. Benefits for personal use (i.e. no or a very low mixed personal / business use) must be discussed with the Executive Minister on a case by case basis to assess the value and frequency of these benefits.

However, benefits such as antivirus software is an acceptable benefit to accept as this translates between the office and home working environment and can help ensure the safety and security of Presbytery electronic information.

2. The use of any Presbytery property / buildings for personal use is to be approved by the Presbytery Property Committee. A fee may still apply for that use.
3. The use of any Presbytery equipment for personal use is to be approved in advance by the Business Manager. A register is to be signed noting this use and responsibility for the equipment.
4. There is no allowance for personal expenditure on a corporate credit card as per the Credit Card Policy.
5. Car parking is allowed at any time outside core business hours for a maximum of two (2) vehicles per staff family at any given time. Consideration should be made to any existing Hall rentals and priority should be given to those paid users of the car park.
6. Gifts and tokens to an approximate value of \$50 can be accepted. Anything larger in value shall be discussed with the Executive Minister. This includes gift cards.

Under no circumstances shall cash be accepted by employees.

Ordained staff are to be guided by the *Code of Ethics* relating to Gift and Fees<sup>1</sup>.

### **Breach of Policy**

Should a breach of policy be reported or found, the Executive Minister will seek to reconcile the breach through either verbal or written communication.

On a second or multiple breaches future benefits are likely to be declined.

### **Document Control**

Update Prepared by	Ian Goff
Date issued	24 May 2022
Endorsed by	Kent Crawford
Approved by	Standing Committee 28 April 2022
Version N#	.02
Edits from prior version	<ul style="list-style-type: none"><li>• Minor clarifications on gift cards.</li><li>• Amended B&amp;P to PPC as this is the new name of that Committee</li></ul>
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<sup>1</sup> Code of Ethics and Ministry Practice – Section 5.