

Subject: Sponsorships, Gifts, and Memberships Policy

**Effective: 22 February 2010
(Supersedes all previous related policies)**

Purpose

- To provide guidelines and procedures to assist managers in considering requests for sponsorships or payment of memberships or for gifts; and to ensure that consistent standards are applied for the benefit of the Corporation and its employees.

Scope

- This policy applies to all employees at Sydney Ports Corporation.

Principles

- Consideration of requests for sponsorships, gifts, or memberships should be assessed on the following criteria:
 - **Integrity** – overall integrity of the group or charity concerned
 - **Audience** – target audience to the Corporation's objectives
 - **Acknowledgement** – level of acknowledgement the Corporation will receive in return for its commitment
 - **Duration** – of the sponsorship and short term or longer term benefits
 - **Financial** – cost of the request and availability of funds.
- The Sponsorships, Gifts, and Memberships Policy provides guidelines and procedures to assist Managers in considering requests and to ensure that consistent standards are applied for the benefit of the Corporation and its employees.

Procedure

There are two situations in which Sponsorship or Gifts are considered:

1. FURTHERING THE BUSINESS STRATEGIES OF SYDNEY PORTS

Subject to approved Budget provisions:

- (a) Advertising/promotional "co-linking", naming rights
e.g. shipping industry partners, community and community services, environment and heritage interests.

To be approved by the General Manager, Logistics & Trade or Senior Manager, Corporate Affairs (up to \$5,000), or for major proposals by the Chief Executive Officer (up to \$10,000) or by reference to the Board for higher amounts.

- (b) Improving employee incentives/performance
e.g. subsidy of gym fees, sporting clubs sponsorship, membership of art, history or musical support groups.

To be approved by the Executive General Manager Human Resources (up to \$2,000) or the Chief Executive Officer.

- (c) Improving Sydney Ports corporate knowledge base, or broadening employee skills base, through access to specialists
e.g. Corporate membership of employer associations, Chambers of Commerce and Industry, Australian Human Resources Institute or Institution of Engineers could fall in this category.

Note: Corporate membership only. **NO** personal memberships to be included.

To be approved by relevant Executive General Manager (up to \$2,000) or Chief Executive Officer.

2. GENERAL REQUESTS FOR GIFTS BY CHARITIES/CLUBS

- (a) Identify if use of an "in kind" contribution by way of service provision, staff, facilities or expertise can be donated instead of a cash gift. If this is possible, refer for the approval of the Executive General Manager of the Division with the capacity to provide the service.

Refer to Sydney Ports Social Club if volunteers are required, e.g. charity door knock.

- (b) Identify if naming rights or advertising is possible. If affirmative, refer for the approval of the Senior Manager, Corporate Affairs.

- (c) **If cash donation only is sought, refer to:**

- (i) Chief Executive Officer (*limited to \$10,000*), or
- (ii) Board, or
- (iii) Sydney Ports Social Club.

- (d) Requests from the public, charities or organisations associated with Sydney Ports, e.g. MSB RSL Sub-Branch, for activities (e.g. button selling) on Sydney Ports premises, are to be referred to the Executive General Manager Human Resources for approval.

Further Information

This policy should be read in conjunction with:

Sydney Ports' Code of Conduct
Sydney Ports' Vision and Values

Policy Owner

EGM Human Resources

Gift Register Declaration Form

Please complete this form if you have accepted any gift offered that is of a value over \$200 and return to EGM, HR

Complete this section if you **accept** a gift

Name:

Department:

Gift Offered:

Approximate Value of Gift:

By Whom (Individual and Company):

Date Offered:

Business Reason for Acceptance:

Employee Signed: _____ Date:

EGM, HR (acknowledge receipt of this form and checking approximate values) _____ Date: