



BUSINESS PARTNER & SPONSORSHIP POLICY

INTRODUCTION

The Queensland Secondary Principals' Association (QSPA) is the professional association for Principals, Deputy Principals and Heads of Department employed in Queensland Government secondary schools. QSPA members are employees of the Queensland Department of Education and are governed by the Code of Conduct for the Queensland Public Service <http://education.qld.gov.au/corporate/codeofconduct/>. As public servants, they are required to demonstrate the highest levels of integrity and accountability in the performance of their duties. QSPA recognises and respects these expectations and seeks the same high standard from Business Partners and Sponsors.

PURPOSE

The purpose of this policy is to establish a framework and protocols that support positive and ethical engagement between QSPA and private industry, business, not for profits and other non-government organisations.

PRINCIPLES

1. The relationships between QSPA and Business Partners and Sponsors are based on a shared commitment to the QSPA Vision *A Profession of Leaders and Learners Delivering World Class State Education for all*.
2. QSPA seeks to engage partners and sponsors of high moral, ethical and financial standing within their relevant business or industry sphere.
3. QSPA members lead and manage highly complex school environments. Engagement and interaction with business and industry is an expected aspect of that role. QSPA helps enable that engagement in ways that support responsible and ethical decision making.
4. Partnering with or sponsoring of QSPA will not influence the decision making of QSPA or its members, particularly in relation to purchasing and procurement.
5. Partnering with or sponsoring of QSPA does not guarantee any increases in sales or revenue. Agreements with QSPA do not bind members to any obligation to conduct business with business partners or sponsors. QSPA members will carry out all required due diligence and will make appropriate purchasing decisions as per Queensland Government purchasing policies and Standing Offer Arrangements.
6. QSPA is pleased to introduce a business partner or sponsor to QSPA members and schools. QSPA does not endorse any product or service provided by a business partner or sponsor. Products or services must stand on their own merit with a decision to purchase at the discretion of individual QSPA members under Queensland Department of Education guidelines.
7. Should a current or prospective QSPA Business Partner/Sponsor be in breach of contract with a Queensland state school or with the Department of Education more broadly, QSPA reserves the right to review all agreed partnership/sponsorship agreements. This review may result in a termination of the agreement/s.
8. QSPA accepts partnerships and sponsorships as additional sources of revenue generation provided that all sponsorship and business partnerships are developed and maintained within the context of this policy.
9. All business partnership and sponsorship affiliations must be consistent with other QSPA policies.

POLICY

1. QSPA draws to the attention of business partners and sponsors the Queensland Department of Education's Supplier Code of Conduct <https://qed.qld.gov.au/det-publications/policies/Documents/code-practice-doe-suppliers.pdf> which strictly prohibits suppliers from offering employees, or the parents, spouse/partner or children of an employee, gifts, hospitality or other incentives that could influence their purchasing decisions-or might reasonably be seen as such. Money or any items which are readily convertible into cash, including lottery tickets and "scratch-its" must not be offered at any time.
2. Partnering with or sponsoring of QSPA, its Conferences, programs or events entitles partners and sponsors to only those inclusions as outlined in the yearly QSPA Partnership Prospectus.
3. All business partnerships and sponsorships are commercial-in-confidence.
4. Requests for partnership or sponsorship agreements are made through the Expression of Interest form included in the yearly QSPA Partnership Prospectus.
5. Platinum and Gold Business Partnerships commence when an Expression of Interest and applicable payment are received by QSPA (unless otherwise agreed) and remain current until the end of the calendar year in which the agreement was reached.
6. Conference sponsorships commence no earlier than March 31 each year when an Expression of Interest and applicable payment are received by QSPA (unless otherwise agreed) and conclude at the end of the calendar year in which the agreement was reached.
7. The *Code of Conduct for the Queensland Public Service* requires that departmental employees avoid accepting gifts that may be intended to influence a decision-making process - or might reasonably be seen as such.
8. At any QSPA event, Business Partners and Sponsors are requested not to offer any gift, hospitality, personal incentive or benefit that could place a QSPA member in a position of non-compliance with the Code of Conduct.
9. Any items provided to QSPA members in the context of a promotional activity must be able to be either directed to the benefit of the students or become the property of the member's school. Examples of items that would be considered to be directed to the benefit of the students include school uniforms, sporting equipment, classroom equipment or school equipment (e.g. tablet devices (iPads) for use in a library) etc.
10. Examples of items that would not be considered to be directed to the benefit of the students and should not be provided include staff uniforms, coffee machines, tablet devices for personal use, holidays, hospitality, picnic hampers, etc. DoE's procedure for receipt of gifts and benefits requires that employees refuse gifts that are likely to (or could be perceived to) affect the performance of their duties and/or create a conflict of interest.
11. Business partners and sponsors often provide promotional items at QSPA Conferences. Items may be single items (pens, mugs, mouse mats, free samples of goods) or pre-packed sample bags, where a number of items, brochures, information etc. are provided to attendees.

COVERAGE

This policy covers all QSPA events including, but not limited to, the state conference, regional conferences and regional member meetings.

RESPONSIBILITY

QSPA Executive has ownership of this policy and is responsible for its implementation and regular review. State and regional conference and meeting organisers are required to adhere to this policy in planning and undertaking any QSPA event.