

## **Political Donations Summary**

### **Overview**

The purpose of this Policy is to set out LaunchVic's obligations regarding political donations made as a company owned by the State Government of Victoria, as well as donations made by individuals within LaunchVic in a personal capacity.

### **Audience and Application**

This policy applies to all people working with LaunchVic or its Controlled Entities, including Directors and Committee Members.

This Policy is not intended to apply to any political donations made by a Director, employee, contractor or affiliate of LaunchVic in a personal capacity.

### **Policy Principles**

In undertaking its business, LaunchVic should avoid activities that could give rise to questions about its political impartiality. Specifically, LaunchVic should not make direct or indirect political donations or participate in activities that would bring the Government into disrepute.

### **General Obligations**

LaunchVic will not make direct or indirect political donations.

A political donation is a gift made to or for the benefit of a candidate, a group of candidates, an elected member, a political party, or a third-party campaigner. A political donation also includes a gift made to or for the benefit of an entity or other person, where the whole or part of the gift was used, or is intended to be used, by the entity or person:

- to enable them to make a political donation or to incur electoral expenditure; or
- to reimburse them for making a political donation or incurring electoral expenditure.

LaunchVic will consult with the Responsible Minister on any sensitive issues regarding political donations and related activities.

Any political involvement of LaunchVic's employees is purely in a personal capacity and does not represent the views of LaunchVic.

LaunchVic will not use third-parties as intermediaries for the purposes of making political donations.

## **Permitted Engagement with Government**

It is acceptable for LaunchVic to engage with governments, regulators or elected officials on subjects that affect the company's operations or the interests of its stakeholders, provided it is conducted in accordance with this Policy and has the appropriate authorisations. Such actions may include:

- Payment for attending functions or events sponsored by or associated with a political party, politician or political candidate where the primary objective is to participate in briefings or gain a broader understanding of a policy position.
- Attendance at National or State conferences of political parties as part of a business observer program.
- Contact with politicians or elected officials which occurs in the day-to-day operation of LaunchVic.

## **Prohibited Engagement with Government**

Support or activities strictly prohibited under this Policy include, but are not limited to:

- Sponsorship or hosting of functions or events organised by or associated with a candidate, a group of candidates, an elected member, a political party, or a third-party campaigner which has as its express purposes the aim of raising funds.
- The use of LaunchVic's premises or equipment as an in-kind donation to a candidate, a group of candidates, an elected member, a political party; or a third-party campaigner.
- The secondment of or payment of wages and salaries of LaunchVic employees or contractors to work for a candidate, a group of candidates, an elected member, a political party, or a third-party campaigner.

## **Acting in a Personal Capacity**

LaunchVic recognises the right of its Directors, employees and contractors to participate as individuals in the political and policy process.

In carrying out the duties of public office or running for office during normal working hours, employees will be required to seek approval for leave from their manager prior to undertaking the activities. Such participation is conducted entirely on the individual's own account and their views or opinions must explicitly be presented as not being representative of LaunchVic.

## **Breaches of the Policy**

Any behaviour that breaches this Policy will be managed through the applicable investigation and disciplinary processes. A proven breach may result in disciplinary action, up to and including termination of employment.