
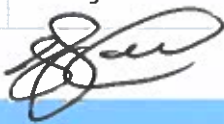







# Gift Acceptance Policy

**GAP\_GCR\_003**

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## 1. PURPOSE

The objective of this policy is to provide the minimum standards for managing risks and opportunities relating to acceptance of gifts by SASSETA employees from individuals, industry or any other Stakeholder. The policy provides guidelines regarding the acceptance of gifts by SASSETA employees.

## 2. DEFINITIONS, ACRONYMS AND TERMINOLOGY

Term/Acronym	Definition
SASSETA	Safety and Security Sector Education and Training Authority
Accounting Authority	The Board of SASSETA appointed by the Minister of Higher Education, Science & Technology.
Ethics	Standards of conduct, which indicate how a person should behave, based on moral duties and virtues arising from the principles of positive morality.
Gift	<p>A voluntary transfer of but not limited to, money, goods, food, beverages, donations, sponsorships, and any other item of value from individuals, industry or any other Stakeholder to employees of SASSETA for either restricted or unrestricted utilization for personal gain.</p> <p>Gifts are made without expectation of return; no consideration of benefit of any kind to the giver.</p>

## 3. SCOPE

This policy applies to and binds all employees and representatives of SASSETA.

## 4. GIFTS

A gift includes, but is not limited to, money, goods, food, beverages, travel, donations, sponsorships, and any other item of value, or any item that could be considered to be of value under the circumstances, that is provided by a party without full or reasonable compensation.

The definition of a gift can include, but is not limited to the following:

- An item given as a gesture of thanks for good relationships and co-operation;
- Trips offered by private institutions with the aim to market/ introduce their product/service;

- Any item offered by private institutions with the aim to market/ introduce their product/service;
- Any invitation by any institution with whom SASSETA conducts any business;
- Any request in respect of which doubt or uncertainty may exist; and
- The above also applies to instances where there is no current relationship, but there is a prospect of business relationship e.g. a supplier who has made an application to do business with SASSETA.

Under no circumstances may money (cash, cheques, money-transfers, holidays, etc) be accepted by SASSETA employees or its representatives.

## **5. POLICY GUIDELINES**

The following guidelines set out the circumstances under which a gift may or may not be accepted:

- Employees, and representatives of SASSETA may, under certain circumstances, accept gifts without prior approval, provided that the value thereof does not exceed R300.00 (Three hundred Rands). These gifts must, however, be noted in a gifts register to be kept in the office of the Executive Manager: Corporate Services;
- Declarations of gifts received must be made/minuted at the EXCO meeting or any other designated structure, as reflected in the gifts register;
- SASSETA can consider the circumstances under which the gift was given, and the frequency of similar gifts being received and, based on this assessment, a decision can be made that the gift be returned and/or not accepted;
- Offers such as invitations to lunch, dinner, sports or other events must first be approved by the next level supervisor of the employee concerned. Invitations to management must first be approved by the Chief Executive Officer. Acceptance of such invitations shall be limited to the minimum as is seen to be reasonable in the circumstances. Such invitations must also be declared in the gifts register.

The acceptance of any other gift not covered above can be considered by the Chief Executive Officer through the Senior Manager: Corporate Services only on written request. In the event of a gift to the CEO, above the value of R300.00, such a request must be considered by the Accounting Authority. Such a request will only be considered if it is fully

motivated and submitted in a timely manner, giving the Accounting Authority reasonable time to assess the merits or benefits of the matter.

In compiling the written request, and before the request is submitted to the Senior Manager: Corporate Services, the following factors must be borne in mind:

- The likely intention with which a gift is offered;
- The time of the year and the decision-making occasion during which the offer is made i.e. does the gift coincide with an important decision that has to be taken by the person to whom the gift is offered, and in which the person whom makes the offer may have an interest;
- The nature and, especially, the value of the gift;
- Whether the acceptance of a gift will lead to a tendency of giving gifts. If so, the frequency with which such offers are made should be noted.

Upon submission of a fully motivated written request, the CEO or member of EXCO will consider the approval of the gifts.

## **6. GUIDING PRINCIPLES**

An employee or representative of SASSETA should under no circumstances accept a gift where he/she could possibly be expected to compromise his/her judgement or favour a certain decision, and possibly abuse or misuse his/her delegated or normal authority and status. In the case where there is uncertainty as to whether there might be a compromise, the situation must be assessed using the parameter of integrity of a reasonable person under similar circumstances.

Each employee or representative should carefully consider the impression that the acceptance of a gift could make, as well as how it may be interpreted should it be subjected to a public investigation at a later stage.

An employee or representative should guard against a conflict of interest and ensure that gifts are not being presented to influence him/her in an improper manner.

## **7. GIFTS REGISTER**

The acceptance of any gift by employees or representatives of SASSETA has to, without exception, be declared in the gifts register (Annexure 1) which is kept in the office of the Executive Manager: Corporate Services.

The official gifts register must contain the following information:

- Date received;
- Name of the recipient;
- Department/ Business Unit;
- Nature and description of the gift/benefit received;
- Name of organisation or person received from;
- Estimated value of the gift/benefit;
- Reason for acceptance; and
- Signature of the employee and manager.

## **8. NON-COMPLIANCE AND DEVIATIONS**

Non-compliance with this policy will be regarded as a serious transgression which could lead to a charge of misconduct.

Any deviations from the policy must be approved by the Chief Executive Officer, and, in the case of gifts offered to the CEO, a member of the Board must give approval under similar principles.

If a staff member becomes aware of another receiving gifts from clients/potential clients, they should report it internally to the CEO or through the whistle blowing processes.

## **9. MONITORING AND EVALUATION**

The Executive Manager: Corporate Services should ensure that this policy is adhered to by summarising a record of all gifts declared in each calendar year, and presenting an annual report to the Chief Executive Officer, including comments on the risks of any of the gifts presented.

## **10 POLICY REVIEW**

This Policy shall be reviewed every two years or when Management or any relevant governance structure deems it fit for continuous control and monitoring of the regulatory environment for possible amendments and recommendation to the Accounting Authority / Board for approval.