



GIFTS TO FDDM EMPLOYEES POLICY

Policy:	Effective Date: 11 October 2007
Approved: 11 October 2007	Review Date: 11 October 2010

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

1. SCOPE

The provisions apply to all FDDM employees at all times.

2. OBJECTIVE

The objective of this policy is to give guidance to FDDM employees regarding the exchange of gifts between employees and the clients of the FDDM.

3. POLICY

3.1 In executing its business, employees within the FDDM may be required to give or may be given gifts as a means of gratitude, cultural diplomacy, “vula mlomo”, etc.

- 3.2 FDDM employees can accept or give such gifts but these need to be disclosed to Human Resources Department, which must enter any declarations in the Gifts Register which must be kept confidentially by the Human Resources Department.
- 3.3 The FDDM operates within certain cultural dynamics and traditional values of the communities that it serves, and it is therefore important that FDDM employees adhere to the following guidelines when giving or receiving gifts from these communities.
- 3.3.1 All gifts (including in kind received or given) to the value of R350.00 or more per transaction must not be accepted by employees. Any gift or rewards less than R350.00 must be declared and registered in the Gifts/Rewards Register.
- 3.3.2 Invitations to local sporting events, the theatre, cocktail parties and other forms of modest entertainment from outside persons, not employed by the FDDM, extended as a courtesy during the normal course of business, may only be accepted if they are not being offered to influence the FDDM's decision-making process especially on the disbursement of funds or awarding of projects or contracts.
- 3.3.3 It is strictly forbidden that money be accepted as a gift.
- 3.3.4 If an employee cannot refuse a gift because such refusal may be perceived as discourteous, then the employee should disclose the receipt thereof to their immediate supervisor and then register the gift in the Gift Register. The FDDM will then decide on what to do with such a gift. If the gifts delivered to an employee are perishables, or it is considered inappropriate to return the gift because of reasons of

cultural sensitivity, these should then be noted in the Gift Register and accepted by the employee.

3.3.5 Failure to disclose receipt of a gift may result in disciplinary action being taken.

4. AUTHORITY

Formulation Policy	:	Director Corporate Services
Authorisation Policy	:	Council
Ownership & Maintenance Manager	:	Deputy Director: Corporate Services