

# GIFT AND DONATIONS POLICY

2025/2026



## **public works & roads**

Department:  
Public Works and Roads  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

# CONTENTS

1. INTRODUCTION.....	3
2. PURPOSE.....	3
3. OBJECTIVES.....	3
4. DEFINITIONS OF THE TERMS.....	4
5. SCOPE OF APPLICABILITY.....	5
6. LEGISLATIVE FRAMEWORK .....	5
7. EXAMPLES OF GIFTS .....	5
8. POLICY PROVISIONS.....	12
9. PROHIBITIONS FOR ACCEPTING AND GIVING GIFTS .....	12
10. COMPLIANCE MONITORING.....	Error! Bookmark not defined.
11. NON-COMPLIANCE .....	Error! Bookmark not defined.
12. ROLES AND RESPONSIBILITIES .....	Error! Bookmark not defined.
13. MONITORING, EVALUATION, REPORTING AND REVIEW .....	14
14. COMMUNICATION.....	14
15. POLICY REVIEW.....	14
16. POLICY MAINTENANCE .....	15



## 1. INTRODUCTION

The Department of Public Works and Roads (DPWR) is committed to ensuring that its employees uphold the highest standards of ethical behavior, professionalism, and integrity in all their interactions with the public and other stakeholders.

The acceptance of gifts, donations, and sponsorships is a sensitive issue in South Africa due to the country's diverse communities and cultures. As a result, determining whether to accept or decline such items is often not straightforward. To address this, the Public Service has implemented regulations and measures governing the acceptance of gifts, donations, and sponsorships to ensure transparency and prevent any potential conflicts of interest.

This policy emphasizes that employees may only accept gifts, donations, sponsorships, or items of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by their duties, with the express written approval of the Executive Authority. The Public Service Code of Conduct further stresses that no gift may be accepted without prior approval from the Executive Authority.

This policy is designed to supplement the Code of Conduct for the Public Service by providing clear guidelines to regulate the acceptance and giving of gifts, donations, and sponsorships. It ensures that all decisions in this regard are made with integrity, in line with the Department's commitment to transparency and accountability.

## 2. PURPOSE

This policy is designed to regulate and control the acceptance and giving of gifts, donations, and invitations to hospitality events within the Department's business environment. It aims to ensure that all employees and officials maintain the highest ethical standards by preventing conflicts of interest, avoiding the appearance of impropriety, and promoting transparency in all interactions with external parties. This policy also ensures compliance with relevant public service regulations and promotes accountability in the Department's dealings with stakeholders, suppliers, contractors, and other third parties.

## 3. OBJECTIVES

The Department acknowledges that, in the course of its business activities, employees may be required to accept or give gifts as a gesture of gratitude or cultural diplomacy. However, to maintain integrity and avoid any potential for impropriety, the Department is committed to promoting business practices that are grounded in service excellence, openness, and transparency.

The primary objectives of this policy are:

- To provide clear and consistent guidance to employees on acceptable practices regarding the acceptance and giving of gifts, aligned with the Department's values and cultural standards;
- To promote transparency, integrity, honesty, and objectivity in all business relationships, while preventing conflicts of interest;
- To ensure fairness and equality in the treatment of employees, protecting them from undue influence or favoritism;
- To ensure compliance with relevant legal and regulatory requirements, particularly concerning the prohibition of corruption and unethical practices;



- To mitigate potential conflicts of interest arising from employees accepting gifts, donations, or sponsorships while performing official duties, thereby safeguarding the Department's reputation and trustworthiness.

#### 4. DEFINITIONS OF THE TERMS

- **Bribery:** The act of offering, giving, or receiving something of value, often unlawfully, with the intention of influencing an employee's actions, decisions or obtaining confidential information.
- **Business Courtesies:** Non-monetary gifts, favours, entertainment, transportation, discounts, promotional items, or invitations to business-related meals or events received from individuals or entities, regardless of whether a formal business relationship exists. These gifts should not have an expected reciprocal action or be intended to influence the recipient.
- **Commission:** A fee or percentage of a transaction paid to an employee for facilitating or performing a service.
- **Conflict of Interest:** A situation where an employee's personal, financial, or other interests interfere with, or appear to interfere with, their ability to perform their duties impartially, including instances of favouritism, nepotism, or bias in decision-making.
- **Corruption:** The act of accepting or offering gifts, donations, or sponsorships to influence the performance of official duties, leading to dishonest, illegal, or biased actions that undermine public trust.
- **Customers:** Individuals or entities external to the Department who use or may use the Department's services.
- **Donations:** Items or resources given to or received by an employee as a gesture of appreciation, goodwill, or charity, with no expectation of reciprocation or influence on official duties.
- **Employees:** Permanent employees, fixed-term contract employees, and temporary employees of the Department.
- **External Parties:** Entities or individuals with a business relationship, or potential business relationship, with the Department, over which the Department does not have direct control other than through agreements, contracts, or formal arrangements.
- **Gifts:** Any presents, awards, hospitality, donations, money, sponsorships, commissions, or other benefits, including items of monetary value, received by an employee in their official capacity, whether directly or indirectly.
- **Gratification:** As defined in Section 1 of the *Prevention and Combating of Corrupt Activities Act*, No. 12 of 2004, referring to any act of receiving or offering a benefit to influence the recipient's actions or decisions.
- **Gratuity:** A sum of money or gift provided to an employee for completing a specific task or project, distinct from their regular remuneration or salary.
- **Hospitality:** The provision of free or discounted services, including meals, entertainment, or accommodations, intended to enhance the recipient's comfort and experience in the context of business or diplomatic events.
- **Kickbacks:** A form of bribery where a commission, payment, or other benefit is given to someone in exchange for services or favor, typically in return for an illicit advantage or for securing business.
- **Official Donations:** Resources or assistance provided to the Department by national or international donors in the form of grants, technical cooperation, or financial support to assist with the Department's objectives or initiatives.
- **Sponsorship:** Financial or in-kind support provided to an individual, event, or organization, often in exchange for promotional benefits or recognition of the sponsor.
- **Suppliers:** Contractors, vendors, service providers, distributors, or consultants who supply goods, services, or expertise to the Department.



- **Values:** The core principles, beliefs, and ethical standards that guide the decision-making, behaviour, and actions of employees in the performance of their duties and interactions within the Department.

## 5. SCOPE OF APPLICABILITY

This policy applies to all individuals within the Department of Public Works and Roads (DPWR), including but not limited to:

- **Employees:** All permanent employees, fixed-term contract employees, temporary employees, and volunteers of the Department.
- **External Parties:** All individuals or entities that engage with DPWR in a business, contractual, or service relationship, including contractors, vendors, consultants, suppliers, and any other external stakeholders.
- **Customers:** Individuals or groups who utilize the services provided by DPWR, whether directly or indirectly, including citizens and other governmental or private sector organizations.

The policy also applies to any third-party organization or individuals who, in any capacity, interact with the Department or have a potential business relationship with it.

## 6. LEGISLATIVE FRAMEWORK

The following statutory provisions are relevant to the regulation of gifts, donations, and related conduct within the public service:

**The Code of Conduct for the Public Service :** This document is part of the **Public Service Regulations**, and it sets out the ethical standards and rules for public servants. It governs issues such as conflicts of interest, the acceptance of gifts, donations, and hospitality, and prohibits actions that could be seen as compromising the independence and integrity of public servants.

**The Public Service Act, No. 103 of 1994 (as amended):** The Act provides the overarching framework for the functioning of the public service, including matters of conduct and ethics for public servants. It governs the recruitment, management, and discipline of public servants and includes provisions on integrity and ethical behavior.

**The Public Service Regulations, 2016 :** These regulations govern the day-to-day administration of the public service, setting out specific provisions regarding the conduct of employees, including rules regarding gifts, donations, and sponsorships. They emphasize the prohibition of accepting gifts that could be perceived as an attempt to influence decision-making.

**Section 195(1)(a) of the Constitution of the Republic of South Africa, 1996:** This section enshrines the fundamental values of public administration, including the principles of transparency, accountability, integrity and the prohibition of conflicts of interest. It provides the constitutional basis for policies related to the conduct of public servants, including those related to the acceptance of gifts.

**The Public Finance Management Act (PFMA), No. 1 of 1999 :** The PFMA regulates the management of public finances in South Africa, ensuring that government resources are used effectively, efficiently, and transparently. It also addresses financial misconduct and fraudulent activities, including the improper receipt or use of gifts or other benefits.

**Treasury Regulations :** The regulations issued by the National Treasury under the PFMA outline the responsibilities of public servants in managing public funds, including guidelines on financial conduct and gifts, as well as the prohibition of improper benefits.



**The Prevention and Combating of Corrupt Activities Act, No. 12 of 2004:** This Act is a critical anti-corruption statute that criminalizes the offering, receiving, or soliciting of any form of gratification (including gifts and donations) intended to influence the actions of public servants. It serves as the legislative foundation for identifying and prosecuting acts of corruption, including the illegal acceptance of gifts.

**The Public Service Integrity Management Framework:** This framework was established to guide government departments in managing and preventing unethical behavior and misconduct, with particular emphasis on corruption and the abuse of power. It provides a structure for maintaining integrity within the public service and for monitoring and controlling conflicts of interest, including those arising from the receipt of gifts or donations.

**The Senior Management Service (SMS) Handbook :** This handbook provides guidelines and regulations that apply to members of the Senior Management Service. It outlines their ethical obligations, including restrictions on accepting gifts, donations, and sponsorships, and stresses the importance of transparency and accountability at senior levels.

**The Financial Disclosure Framework :** This framework requires senior public servants to disclose certain financial interests, including gifts and donations, to promote transparency and reduce the risk of conflicts of interest. It is designed to ensure that public servants' actions are not influenced by personal financial interests.

**Treasury Practice Note No. FM-19 of 2006 (Amendment 1 of 2010) :** This practice note provides specific guidelines on managing gifts and donations within the public sector. It sets out rules for reporting and managing gifts, detailing the types of gifts that may or may not be accepted by public servants.

**King IV Corporate Governance Principles, 2009 :** The King IV Report on Corporate Governance sets out principles for ethical leadership, transparency, and accountability within both the public and private sectors. Although it is not specific to the public service, its recommendations on governance, including the management of conflicts of interest and ethical conduct, are relevant in the context of government departments.

**Guide on Managing Gifts in the Public Service, February 2019 :** This guide was issued to assist public servants in understanding how to handle gifts, donations, and hospitality. It provides clear rules regarding the acceptance and reporting of gifts, with a particular focus on preventing corruption and conflicts of interest.



## 7. EXAMPLES OF GIFTS

- a) **Gratification** : Any form of benefit or favour given to an employee, directly or indirectly, that could influence their behaviour or decision-making. It includes gifts, favours, donations, and sponsorships.
- b) **Donation** : A contribution or aid offered for charitable purposes or to benefit a cause, often provided to an employee or the department, typically without expectation of anything in return.
- c) **Hospitality** : The provision of food, drinks, accommodation, entertainment, or invitations to events at no charge or at a heavily discounted rate, typically offered by external parties or stakeholders.
- d) **Mementos** : Small, symbolic keepsakes or gifts offered as a token of appreciation or remembrance from business interactions, events, or conferences.
- e) **Promotional Gifts** : Items given to public servants, such as pens, diaries, or branded items (often bearing company logos) given during official occasions to promote a company or product.
- f) **Sponsorship** : Financial or in-kind support provided to an employee, event, or organization, typically to assist in a specific project, initiative, or activity.
- g) **Gift** : A voluntary token given without expectation of tangible compensation, generally given to recognize or appreciate someone's contribution, without any direct contractual obligations.
- h) **Tokens** : Small, inexpensive gestures given or accepted in accordance with normal social or professional courtesy, such as flowers or small keepsakes.
- i) **Civility** : Non-alcoholic beverages, light refreshments, or food offered as a polite, appropriate gesture in a social or professional setting, typically seen during meetings or business events.
- j) **Corporate Gift** : A gift bearing a company or organization's logo, often given during conferences, business functions, or promotional events as a branding or appreciation tool.
- k) **Gifts or Donations from Other Governments** : Gifts or donations provided by foreign governments or international organizations, often as part of bilateral relations, charitable contributions, or cultural exchanges.
- l) **Travel Benefits or Perks**: Includes free or discounted travel services such as airfare, accommodation, or transportation offered to employees for business-related trips or events.
- m) **Loans or Financial Assistance**: Any financial support, loan, or credit provided with favorable terms (such as low-interest or no-interest loans), which could create a conflict of interest or influence decisions.
- n) **Exclusive Access or Invitations**: Invitations to VIP events, exclusive meetings, or special gatherings, often used as a form of influence or to build relationships that may affect business decisions.
- o) **Discounts or Special Pricing**: Preferential pricing, discounts, or offers provided to employees for products or services not available to the general public, which may influence behavior or decisions.
- p) **Gift Cards or Vouchers**: Physical or digital gift cards/vouchers given to employees, offering goods, services, or monetary value. These gifts may carry the same value as cash and could be used to influence employees.



- q) **Personal Services:** Free or discounted personal services offered to employees, such as legal advice, home repairs, or professional services, which may create obligations or influence behaviour.
- r) **Cultural or Traditional Gifts:** Gifts given as part of cultural or traditional practices, often exchanged during official visits, ceremonies, or business interactions, but still subject to scrutiny to avoid conflict of interest.
- s) **Charitable Contributions in an Employee's Name:** Donations made to charitable causes in the name of an employee, which could be a way of influencing the employee's actions or fostering goodwill without direct gifts.
- t) **Honorariums or Payments for Services:** Financial payments given to employees for providing a service, such as public speaking or consulting, that may fall outside of their regular duties, but still needs to be declared and scrutinised.
- u) **Awards or Prizes:** Trophies, medals, or prizes given as recognition for achievement or participation, often as part of professional events or competitions. While celebratory, these awards can still potentially influence behaviour or decision-making.

Each of these categories represents a different form of benefit or incentive that could affect an employee's judgment or lead to conflicts of interest. It's important for employees to assess whether receiving or offering such gifts could be perceived as unethical or inappropriate under the circumstances.

## 8. GIFTS AND DONATIONS THRESHOLDS IN LINE WITH THE PUBLIC SERVICE REGULATIONS (PSR 2016)

The Public Service Regulations (PSR) of 2016 specify a cumulative annual threshold for the acceptance of gifts, donations, and sponsorships. This regulation ensures that public servants do not accept gifts or donations that could influence their objectivity or lead to conflicts of interest. The PSR 2016 establishes that the total value of gifts and donations received by a public servant from any single source may not exceed R500 per annum cumulatively.

### 8.1 Thresholds for Accepting Gifts, Donations, and Sponsorships

According to the PSR 2016, the acceptance of gifts, donations, and sponsorships by public servants is governed by the following threshold:

- Cumulative Annual Limit of R500:
  - A public servant may accept gifts, donations, or sponsorships from a single source in a given year, provided that the total value does not exceed R500.
  - This value includes all gifts, donations, hospitality, and other benefits received from a single source for the year.
  - If the total value of gifts or donations from a particular individual, supplier, or entity exceeds R500 in a given year, the public servant must decline further gifts or seek prior written approval from the Executive Authority (or their designated representative).

### 8.2 Process for Approving Gifts and Donations Exceeding R500

- Request for Approval: When the cumulative value of gifts, donations, or sponsorships from a single source exceeds R500 per annum, employees must submit a formal request to the Executive Authority or their designated representative for approval.



- The request should include the following details:
  - The name of the giver/donor.
  - The nature of the gift or donation.
  - The monetary value of the gift.
  - The purpose of the gift or donation.
- Written Approval: If the gift or donation exceeds the R500 threshold, the Executive Authority must grant written approval before the gift is accepted. If the approval is not granted, the gift must be returned or declined.

### **8.3 Documentation and Record-Keeping:** All gifts, donations, and sponsorships must be documented in the Gifts and Donations Register and submitted for review. Reporting and Registering Gifts, Donations, and Sponsorships

Regardless of value, all gifts, donations, and sponsorships received must be reported and registered in the Gifts and Donations Register. This register must capture:

- The name of the donor or giver.
- The nature and value of the gift.
- The date the gift was received.
- Whether the gift was approved by the Executive Authority.
- Any other relevant details about the gift or donation.

This ensures transparency, helps track cumulative values, and prevents the violation of the R500 annual threshold.

### **8.4 Implications of Non-Compliance with the R500 Threshold**

Employees who accept gifts, donations, or sponsorships that exceed the R500 cumulative annual threshold without obtaining proper approval may face:

- Disciplinary action, as such actions may violate the Department's policies, the Public Service Code of Conduct, and the PSR 2016.
- Conflicts of Interest: Acceptance of gifts exceeding the threshold without approval can create a conflict of interest or even the appearance of corruption, undermining the integrity of the public service.

### **8.5 Exceptions to the R500 Threshold**

There may be exceptional circumstances where gifts, donations, or sponsorships exceeding the R500 threshold may still be accepted. These include:

- Diplomatic or Official Gifts: Gifts received during official government exchanges or diplomatic engagements may exceed the R500 threshold but must still be declared and properly documented.
- Public Interest: If the gift or donation is deemed to serve a public interest, it may be acceptable, provided prior approval is granted by the Executive Authority.



## 8.6 Annual Review of Gifts and Donations

- At the end of each financial year, a review of the gifts, donations, and sponsorships received by all employees will be conducted. This will ensure that no employee has exceeded the R500 cumulative annual threshold.
- The review also ensures compliance with the policy and helps address any discrepancies in the gifts and donations register.

## 9. PROCESS FOR MANAGING THE GIFTS AND DONATIONS REGISTER

The Gifts and Donations Register is an essential tool for ensuring transparency and compliance with the policy regarding the acceptance and giving of gifts, donations, and sponsorships. This register helps to track and manage all gifts and donations received by the Department of Public Works and Roads (DPWR) employees, ensuring accountability and the prevention of conflicts of interest. Below is the process for maintaining and using the Gifts and Donations Register:

### 9.1 Notification and Approval

- **Employee Responsibility:** Before accepting any gift, donation, or sponsorship, the employee must inform their direct manager and seek written approval from the Executive Authority or their designated representative. The request should provide details of the gift, its value, and the context of its offer.
- **Manager's Role:** The employee's manager will review the request, ensuring that the acceptance of the gift does not create a conflict of interest or compromise the employee's integrity. If approved, the manager will notify the employee in writing.
- **Executive Authority Approval:** The Executive Authority or their designated representative (e.g., Head of Department) must sign off on any gift, donation, or sponsorship exceeding a specific value, as defined in the policy.

### 9.2 Recording the Gift or Donation

- **Logging the Gift:** Once approval is obtained, the employee must record the details of the gift or donation in the Gifts and Donations Register. This should include:
  - Recipient's Name and Position
  - Name of the Donor or Sponsor
  - Description of the Gift or Donation
  - Value of the Gift or Donation
  - Date of Receipt
  - Purpose or Reason for the Gift
  - Approval Reference Number (if applicable)
  - Nature of Relationship between Employee and Donor (if relevant)
  - Any Conditions or Expectations Attached to the Gift

## 10. OWNERSHIP AND CUSTODY OF THE REGISTER

The Gifts and Donations Register is managed by the Risk Management Unit which is responsible for maintaining and safeguarding the records.



## 11. REGULAR MONITORING AND UPDATES

- **Periodic Review:** The Gifts and Donations Register should be reviewed regularly (at least quarterly) by the Risk Management Committee or an internal audit team to ensure that all gifts and donations are being recorded properly and in accordance with the policy.
- **Audit and Compliance:** Periodic audits should be conducted to confirm that the process of approval, receipt, and documentation of gifts is being followed. Any discrepancies or issues identified during audits should be addressed immediately.

## 12. REPORTING AND TRANSPARENCY

- **Annual Reporting:** At the end of each year, a summary report should be generated from the Gifts and Donations Register. This report should provide an overview of all gifts, donations, and sponsorships received by the Department. It should include information on the total value of gifts, the frequency of acceptance, and any significant trends or patterns.
- **Transparency:** The Department may choose to disclose aggregated information from the Gifts and Donations Register to the public, subject to confidentiality considerations. This could be part of a broader effort to promote transparency and good governance.

## 13. STORING AND SAFEGUARDING GIFTS

- **Physical Storage:** If gifts are tangible items (e.g., electronics, artwork), they should be physically stored in a safe location within the department. Documentation of the gift's value, receipt, and ownership should be maintained to ensure proper accountability.
- **Electronic Gifts:** For intangible gifts (e.g., electronic items, software licenses, or services), all records, including the approval, value, and nature of the gift, should be stored electronically in a secure and confidential manner.

## 14. DISPOSAL OF GIFTS

- **Return or Disposal:** If a gift is deemed inappropriate, excessive in value, or cannot be retained due to policy restrictions, it should either be returned to the donor with a polite explanation of the policy or disposed of in a manner that ensures no further use.
- **Disposal Documentation:** The disposal or return of gifts must be documented, with the relevant records updated in the Gifts and Donations Register.



## 15. POLICY PROVISIONS

### 15.1 Role of the Executive Authority and Head of Department

The **Executive Authority and Head of Department** hold primary responsibility for fostering high ethical standards within the Department. This includes ensuring that all employees adhere to policies that safeguard the integrity, objectivity, and accountability of their professional conduct. They must actively promote the principles outlined in this policy and ensure that all gifts, donations, and sponsorships are handled in compliance with these principles.

### 15.2 Avoiding Conflicts of Interest

Employees must not accept gifts, donations, or sponsorships that have the potential to compromise their professional judgment or interfere with the impartiality of their work responsibilities. The acceptance of any gift or donation that could create a conflict of interest or the perception of such a conflict is prohibited.

### 15.3 Acceptance of Tokens following Protocol

Employees are allowed to accept tokens of appreciation or gifts that fall within the normal standards of courtesy or protocol. These include:

- Gifts offered to delegates during official events or functions.
- Small items or tokens are offered by external entities or individuals as part of diplomatic or customary exchanges.
- Gifts with minimal monetary value, such as pens, diaries, or promotional materials, given at official conferences or events.
- These gifts should always be of **modest value** and should not create any expectation of return or obligation.

### 15.4 Procedure for Requests Beyond Established Limits

Any requests to accept gifts, donations, or sponsorships that exceed the R500 cumulative annual threshold or those that may not fall under normal standards of courtesy must be submitted in writing to the Executive Authority.

The request must be supported by a comprehensive justification detailing:

- The nature of the gift, donation, or sponsorship.
- The reason for its acceptance.
- The relationship between the employee and the donor (if applicable).
- The context in which the gift or donation is offered (i.e., official business or diplomatic purpose).

Approval from the Executive Authority is required before the acceptance of such items.

### 15.5 PROHIBITION ON SOLICITING OR ACCEPTING PRIVATE BENEFITS

Employees are strictly **prohibited from soliciting** or accepting **gifts, hospitality, or private benefits** from any individual, contractor, supplier, or organization with which they are currently conducting or have previously conducted **business on behalf of the Department**.

This policy aims to avoid any potential influence or perceived bias in departmental decisions and business dealings.



## 15.6 REPORTING OF GIFTS THAT APPEAR TO BE BRIBES

If an employee is offered a gift that seems to be a bribe or an inappropriate attempt to influence their actions, they must immediately report the incident to the appropriate authority within the Department.

Such reports should be made in writing and directed to the Executive Authority, Risk Management Unit, or the Forensic Services Unit for investigation.

Bribery is a criminal offense, and any suspicion or evidence of bribery will be treated with the utmost seriousness, in line with the Department's anti-corruption policies and legal obligations.

## 16. PROHIBITIONS FOR ACCEPTING AND GIVING GIFTS

Employees are prohibited from:

- Giving or receiving cash or monetary gifts.
- Soliciting gifts or hospitality packages for personal or family benefit.
- Accepting gifts from service providers who provide training. Gifts such as laptops or other items from training providers must be reported to the Director: Risk Management.

## 17. HANDLING NON-COMPLIANCE

Employees are strongly encouraged to report any suspicions of **fraud, corruption, or economic crimes** via the **National Anti-Corruption Hotline** (0800 701 701) or through internal reporting mechanisms. The Department takes breaches of this policy seriously, and any instances of non-compliance will result in appropriate disciplinary measures in accordance with the Department's **Disciplinary Policy**.

### 17.1 Violation of Policy

- If an employee accepts a gift or donation without approval, or if the gift is not properly recorded in the Gifts and Donations Register, it constitutes a breach of this policy.
- Non-compliance can lead to penalties that range from formal reprimands to more severe disciplinary actions, including suspension or dismissal, depending on the nature and frequency of the violation.
- Disciplinary actions will be taken in line with the Department's Disciplinary Policy and may include:
  - Counseling or verbal warning for first-time minor violations.
  - Final written warning for repeat offenses or more serious breaches.
  - Suspension or termination for major breaches or intentional misconduct.

### 17.2 Investigation of Suspicious Gifts

- Any suspicious gifts, particularly those that appear to violate the policy (e.g., gifts that are given with the intent to influence decisions or behavior), will be subject to thorough investigation.
- The investigation will be conducted by the appropriate internal units, including:
  - The Department's Internal Audit Team
  - The Risk Management Unit
  - Security Management Services (MISS)



- In cases where an investigation indicates that a gift or donation was accepted to influence official duties, the matter will be escalated for further legal action, which may involve reporting to relevant law enforcement agencies.
- 17.3 Reporting Mechanisms
  - Employees must immediately report any suspected violations of the policy to their direct supervisor or through **confidential reporting channels**. This includes gifts or donations that do not comply with the approval process or that have the appearance of being offered with **illicit intentions**.
  - Reports should be made **in good faith**, with protection against retaliation or victimization for those who report suspected breaches.

By fostering a culture of **integrity** and **accountability**, the Department aims to ensure that employees maintain the highest standards of ethical conduct and comply with this policy at all times.

## 18. MONITORING, EVALUATION, REPORTING AND REVIEW

- 18.1 Responsibility for Monitoring and Evaluation - The Risk Management Unit is responsible for ensuring the ongoing monitoring and evaluation of this policy's implementation.
- 18.2 Policy Amendments - Any amendments or updates to this policy will be developed and proposed by the Risk Management Unit. Inputs, suggestions, or concerns regarding the policy can be submitted to the Director: Risk Management for consideration.
- 18.3 Reporting - The Risk Management Unit is also responsible for compiling periodic reports on the implementation and compliance with this policy.
- 18.4 Regular Policy Review - A formal review of the policy will take place annually to ensure its relevance and alignment with any legal, regulatory, or procedural changes. The review process will also consider feedback from employees and key stakeholders and monitoring results from previous years.

## 19. COMMUNICATION

- 19.1 Communication - Responsibility The Risk Management Unit will ensure that this policy is communicated clearly to all employees within the Department. Updating all relevant employees on any amendments or updates to the policy.
- 19.2 Access to the Policy The policy will be made available to all employees via the Department's intranet, email distribution lists, and printed copies in key offices.



## 20. POLICY MAINTENANCE

The Risk Management Strategy is hereby recommended for approval by the Risk Management Committee and shall be formally approved by the Head of Department.

**Recommended by the Risk Management Committee:**

Signature:



Date:

19 March 2025

**Approved by the Head of Department:**

Signature:



Date:

18/03/25

