

National Sea Rescue Institute of South Africa “NPC”

Registration No 1967/013618/08

“the Institute”

Acceptance of Personal Gifts Policy

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CONTENTS

- 1. PURPOSE**
- 2. REGULATORY FRAMEWORK**
- 3. SCOPE OF APPLICATION**
- 4. GENERAL GUIDELINES**
- 5. GIFT REGISTER**
- 6. DISCLOSURE OF GIFTS**

1. PURPOSE

The purpose of this policy is to give guidance on the acceptance and declaration of personal gifts by volunteers, employees and officers of the NSRI.

2. REGULATORY FRAMEWORK

The interpretation of this policy is subject to the laws of the Republic of South Africa, applicable legal principles including but not limited to;

- a) The Constitution of the Republic of South Africa
- b) The Companies Act

3. SCOPE OF APPLICATION

This policy is applicable to all volunteers, employees and officials of NSRI.

4. GENERAL GUIDELINES

- 4.1 Volunteers, employees and officials should always question the acceptance of a personal gift and the possible motivation behind it. There may well be a conflict between the receipt of the gift and the ability to provide objective independent services to the benefit of the NSRI and the public rather than an individual.
- 4.2 Before accepting a personal gift the following should be considered;
 - a) The motivation for the personal gift,
 - b) The timing of the gift (e.g. before launching a procurement bid)
 - c) The nature and value of the gift and whether it seems appropriate,
 - d) The frequency of gifts and whether this is related to favoritism towards the donor.
- 4.3 Money in the form of cash should never be accepted.
- 4.4 Family members should not accept gifts on behalf of the employee, volunteer or official.
- 4.5 A gift should never be accepted if it could affect judgment, safety, deviation from standard procedures, compromise of operations or the integrity of NSRI.
- 4.6 Recipients of gifts must be sure that there is no ulterior motive to the gift.
- 4.7 There is no obligation to accept a gift
- 4.8 Small gifts offered at official occasions, .g. a bottle of wine for giving a talk may be accepted but should be recorded in a gift register.

- 4.9 Gifts in the form of marketing materials may be accepted but should be recorded in a gifts register.
- 4.10 Invitations to lunches, dinners, sports events or cultural events (excluding season tickets) may be accepted but must be recorded in a gift register.
- 4.11 Other gifts not mentioned above may only be accepted with the knowledge of the appropriate Executive Director or CEO.
- 4.12 The CEO must declare all gifts and record them in a register.

5. GIFT REGISTER

- 5.1 A gift register must be kept at each station and at the Head Office of NSRI for all administrative and management personnel.
- 5.2 The Executive Director Finance will be the custodian of Gift Registers.
- 5.3 A Gift Register must record;
 - a) The name of the recipient
 - b) The name of the donor
 - c) The nature of the Gift
 - d) The estimated value
 - e) The date of receipt
 - f) The name of the person who authorized the acceptance of the gift.

6. DISCLOSURE OF GIFTS

- 6.1 The gift register will suffice as adequate disclosure for all volunteers.
- 6.2 All employees of NSRI must annually disclose their gifts received on a prescribed form.