

Gifts



"I feel secure in my relationships with kaimahi/staff"

Intent

We take all due care to ensure that our relationships and integrity as an organisation are not compromised through gifting and receiving gifts.

We are open and transparent about gifting but ensure the privacy of donors is respected in accord with their wishes.

We comply with the [Koha and donations](#) policy when giving koha.

Receiving gifts and gifting

Acceptable gifts

Employees may give and receive appropriate, lawful, customary gifts made in connection with their mahi/ work if they are of nominal value and are not given or received with for the purpose of influencing a decision.

A small gift may be given/received to celebrate an occasion such as a service graduations (e.g. box of chocolates, flowers) or as a as a leaving present.

A gift must be able to withstand public scrutiny (ie not jeopardise our reputation or integrity).

A gift to the organisation will remain the property of the organisation.

Cash gifts from another organisation to one of our staff for work they performed during working hours will be treated as a gift to the organisation.

Prohibited gifts

Staff/kaimahi must not:

- give or receive gifts to/from rangatahi that could compromise the relationship
- accept or offer gifts of cash or cash equivalents, such as gift certificates
- accept a gift that could be viewed as lavish
- accept or give gifts that are too frequent to be customary
- give any gift to reward a funding agency employee or representative.
- give or receive gifts that influence or give the appearance of influencing judgment
- offer a gift knowing it would violate the recipient's policy to accept it.

Recordkeeping

A record of gifts received and given will be maintained including date, recipient, gifter and estimated value.

Helpful links

[Koha and donations](#)

[Financial management principles](#)

Review

Date: May 2022

Next review: by April 2024