POLICY:

1. PURPOSE

The purpose of this policy is to provide guidance to employees engaged in the purchasing function concerning the receiving of gifts and/or gratuities.

2. SCOPE

This policy applies to all Strategic Procurement employees.

3. GENERAL

It is the responsibility of the Director, Strategic Procurement to ensure that personnel involved in the purchasing function read and understand all relevant policies and procedures when first employed; and that personnel annually review and discuss all relevant policies and procedures to ensure that their own understanding is current and clear.

The following must be observed:

- Strategic Procurement employees shall not accept gifts, personal loans, entertainment or other special considerations from an individual or business organisation doing or about to do business with the University without the knowledge and approval of the Director, Strategic Procurement.
- no such employee shall permit any influence which could conflict with the best interest of the University, or prejudice the University's reputation;
- association with supplier's representatives at luncheons, dinners or business organisation meetings are most helpful in establishing better business understanding, and is neither questionable nor unethical, provided the Purchasing Officer keeps himself/herself free of any obligations. To ensure this, our Purchasing personnel are expected to act as hosts on occasion, and such efforts are to be a part of their operating expense;
• any Strategic Procurement employee who is offered or receives a payment or gift of more than nominal value shall refuse it or return it to the giver in a tactful and dignified manner, advising the giver of the University's policy prohibiting such acceptances, and report the occurrence to the Director, Strategic Procurement.

• the responsibility for adherence to this policy is a joint one. Individuals who represent the University must be beyond challenge or reproach in every business transaction, and not allow themselves to be put into a position where their judgement can be influenced;

• any Strategic Procurement employee not complying with this policy shall be subject to the appropriate disciplinary action.

4. REPORTING PROCEDURE

On a monthly basis, each Strategic Procurement employee who receives a gift or gratuity, luncheons included, will provide the required information to the Director, Strategic Procurement via the "Gifts and Gratuities Report". This report will become an integral part of the Director's quarterly report. Furthermore, the Gifts and Gratuities Report will be maintained in the Strategic Procurement Department and available for viewing by authorised University personnel.