
MATATIELE LOCAL MUNICIPALITY
CORPORATE GIFTS POLICY



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1. OBJECTIVE

The objective of the policy is to prescribe the actions required by Staff and Councillors regarding corporate gifts offered or received from third parties.

2. GUIDELINES

All officials and Councillors must observe the following guidelines:

- 2.1. Any official or Councillor, or any close family member, partner or associate, accepting any reward, gift, favour, hospitality or other benefit with a value above R350, either directly or indirectly, from a provider or prospective provider of goods and services to the municipality or recipient or prospective recipient of goods disposed or to be disposed of by the municipality; must promptly declare in writing to the Municipal Manager details of such reward, gift, favour, hospitality or other benefit promised, offered, or granted to such person or to any close family member, partner or associate.
- 2.2. All officials and Councillors must assist the Municipal Manager and Chief Financial Officer in combating fraud, corruption, favouritism, unfair and irregular practices, and must report to the Municipal Manager any irregular conduct, including any suspected instances of fraud, corruption, favouritism, unfair and irregular practices, the promise, offer or grant of rewards, gifts, favours, or hospitality, and any other breach of the ethical standards to be observed.
- 2.3. All such declarations made to the Municipal Manager in terms of the foregoing requirements must be recorded by the Municipal Manager in a register kept for that purpose, and if the declarations concerned are made regarding the Municipal Manager, such declarations must be made to the Mayor of the municipality and must be recorded by the Mayor in a register kept for this purpose.

- 2.4. No provider or prospective provider of goods and services to the municipality or recipient or prospective recipient of goods disposed or to be disposed of by the municipality may either directly or through an intermediary offer or grant any reward, gift, favour or hospitality with a value above R350 to anyone involved in the implementation of the supply chain management policy. The Municipal Manager must promptly report any alleged contravention of this requirement to the National Treasury in order to enable it to decide whether such provider or recipient shall be listed as a party prohibited from contracting in the public sector.
- 2.5. The Municipal Manager or the Council of the municipality, as the case may be, must promptly institute appropriate action against anyone who commits a breach of these standards.

3. CONCLUSION

The Municipal Manager shall ensure that the foregoing ethical standards are reviewed and updated from time to time to take into account the National Treasury's Code of Conduct for Supply Chain Management practitioners and others involved with the Supply Chain Management process.