

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p><b>GIFTS AND SPONSORSHIP STANDARDS</b></p>	<p><b>Policy 3.2.2 Protocol 1</b></p>
<p><b>GIFTS, SPONSORSHIP &amp; KOHA PROTOCOL</b></p>		

## OBJECTIVE

To ensure that all Bay of Plenty District Health Board (BOPDHB) gifts and sponsorship meet the Controller and Auditor-General guidelines for “Controlling Sensitive Expenditure”.

## STANDARDS TO BE MET

### 1. Gifts

- 1.1 A gift is given as a token of recognition of something provided by the recipient.
- 1.2 Gifts may be given by BOPDHB in situations such as recognition of outstanding service, recognition of length of service or thank you to a guest if the occasion is clearly linked to the business of the organisation.
- 1.3 Gifts may be received by BOPDHB or individual employees as long as the receipt of the gift will not be perceived by others as an inducement or a reward that might place BOPDHB, or the individual staff member, under an obligation to the giver.
- 1.4 It is the responsibility of the employee receiving a gift over the value of \$50 to notify their Department Manager and have the gift entered into the Gifts Register.
- 1.5 If the gift is over the value of \$500 then approval for acceptance must be received in writing from the General Manager (GM) / Chief Operating Officer (COO). Gift is to be entered in the Gifts Register.
- 1.6 If the gift is travel or conference attendance then approval for acceptance must be received in writing from the Chief Executive Officer (CEO). Gift is to be entered in the Gifts Register.
- 1.7 Department Managers are responsible for ensuring the Gifts Register is maintained for their department. The register is to record the date gift received, name of giver, nature of gift, estimated value, receiver of gift and disposition if not retained by receiver.
- 1.8 If the gift is given with an expectation of receiving something in return it is to be rejected.

### 2. Sponsorship (Not Related To A Contract With BOPDHB)

- 2.1 BOPDHB may sponsor only individual staff members or staff teams that are taking part in activities that are not part of their job, provided that the activity is linked to the organisation in some manner. Sponsorship is to be approved by the CEO.
- 2.2 Sponsorship should have a business purpose such as publicity for the DHB or an organisational objective.
- 2.3 The DHB will not seek or accept sponsorship from organisations whose corporate culture does not align with that of the BOPDHB. In seeking sponsorship for events from external organisations applications must be approved by the CEO.

## REFERENCES

- [Controller and Auditor-General. Controlling Sensitive Expenditure – Guidelines for Public Entities. February 2007](#)
- Public Audit Act 2001

<p>Issue Date: Jun 2016 Review Date: Jun 2019</p>	<p>Page 1 of 2 Version No: 4</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Audit Team Leader</p>	<p>Authorised by: GM Governance &amp; Quality</p>	

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### **ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 3.2.2 Gifts, Sponsorship and Koha
- Bay of Plenty District Health Board policy 3.2.2 protocol 2 Koha Standards
- Bay of Plenty District Health Board policy 3.1.1 Delegations
- Bay of Plenty District Health Board policy 1.4.4 Cultural Safety - Maori
- Bay of Plenty District Health Board policy 3.5.8 protocol 1 Purchasing Ethics
- Bay of Plenty District Health Board Form FM.K3.1 Koha Request form
- Gifts Register

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