

Road Development Authority (RDA)

NO GIFT POLICY

1.0 Introduction

The Road Development Authority (RDA) is committed in treating its employees and its stakeholders fairly and equitably and to foster and maintain an environment of integrity and professionalism.

As part of its commitment, RDA has adopted a 'No Gift' Policy which requires employees to refuse gifts or favours of any nature from suppliers, contractors or any other stakeholders.

2.0 Purpose

The purpose of this policy is to ensure that business conduct of all RDA employees, suppliers, contractors and other stakeholders is appropriate to the environment in which RDA operates and avoid the potential for any perceived or real conflict of interests or allegation of bribery in its dealings with other parties.

3.0 Scope

This policy applies to management, employees as well as suppliers, contractors and other stakeholders doing business, and any parties having a business relationship with RDA.

4.0 Definition

For the purpose of this policy, the word 'gift' is defined as follows:

A gift is an item, any bestowal of money or benefit for which financial payment is not required and are usually given by suppliers, contractors and any other stakeholders as a token of appreciation or as a means of expressing normal business courtesies.

5.0 Exemptions

Exempted from this policy are cards, thank you notes, or other written forms of thanks and recognition.

6.0 Commitment

For the purpose of ensuring sound implementation of this policy, RDA employees must not:

- accept gift or any benefit for any official function or duties, performed or not performed, which could create a conflict of interest or be seen to create such conflict;
- accept any cash or financial benefit as this could be considered as a bribe, which is an offence under the Prevention of Corruption Act 2002;
- accept any gift / benefit that could be perceived by a reasonable person to influence you when carrying out your official duties.

7.0 Communication

Management should ensure that the 'No Gift' policy is clearly disseminated to all staff.

Employees are further required to professionally inform suppliers, contractors and any other stakeholders of this no gift policy and the reasons why RDA has adopted the policy.

8.0 Exceptions

In circumstances where an employee find himself/herself in a situation where he/she has not been able to refuse or return back a gift prohibited by this policy, he/she must formally declare the gift through a "Gift Declaration Form".

The "Gift Declaration Form" should be kept as official record and this record should be made available for any future consultation including review by oversight mechanisms.

9.0 Approval

Chairperson of Board

Date

Gift Declaration Form

To be completed by the recipient of the gift

Date offered:

Offered to:

Name:

Designation:

Organisation:.....

Offered by:

Name:.....

Designation:.....

Organisation:.....

Reason gift was offered:.....

Description of the gift:

Estimated value of the gift: Rs

Decision regarding gift (Tick as appropriate)

Declined **Retained**

Remarks if any

Declaration of recipient

I hereby declare that the above details are correct to the best of my knowledge and I make this declaration in good faith

Name of recipient**Designation:****Signature:**.....

Acknowledgement of gift declaration and disposal of gift

I hereby declare that I have received and noted this gift declaration and have decided to dispose of the gift in the following way:

Way of disposal-.....

Name:**Designation:****signature of recipient**.....