



**PERSONNEL POLICY  
FOR THE MANAGEMENT OF  
ENVIRONMENT CANTERBURY  
REWARDS, GRATUITIES OR GIFTS – NO. 38**

APPROVED BY:

DATE:

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Coverage	All employees of the Chief Executive of Environment Canterbury.
Purpose	<p>(i) To provide clear guidelines for Environment Canterbury staff regarding rewards, gratuities or gifts from external suppliers, clients or customers.</p> <p>(ii) To ensure that Environment Canterbury conducts its business in a manner that is understandable and open to the public.</p> <p>(iii) To ensure that the acceptance of gifts, entertainment, favours, personal discounts and similar gratuities, does not influence or raise doubts as to the impartiality of the staff member or damage the reputation of Environment Canterbury.</p>
Policy	<p>(i) Employees should not accept from organisations or persons, gifts or favours unless it is clearly appropriate to do so.</p> <p>(ii) No employee may accept from organisations or persons, gifts or favours unless in accordance with this policy.</p> <p>(iii) If you receive:</p> <p>(a) a gift from a person who has a relationship with, or is a client of Environment Canterbury, or</p> <p>(b) a prize, reward or gratuity, as a result of your employment with Environment Canterbury.</p> <p>You may <b>accept the gift or prize</b> if:</p> <ul style="list-style-type: none"><li>• it is below an estimated value of \$25.00, or</li><li>• it has an estimated value between \$25.00 and \$200.00 and you have your Director or Chief Executive's permission, as appropriate, or</li><li>• if it has an estimated value of over \$200 and you have the Chief Executive's permission.</li></ul>

- (iv) You may not give gifts or favours to a person who has a relationship with, or is a client of Environment Canterbury, unless approval is obtained from your Director.
- (v) All gifts or favours with an estimated value equal to, or greater than, \$25 must be recorded in the Gifts and Favours Register to be held by the Manager Secretariat. The register must be signed by the person receiving or giving the gift or favour and the Director or Chief Executive, as appropriate. The register is available for public scrutiny unless there is a legal reason preventing the release of such information.
- (vi) This personnel policy does apply to the Resource Management Act Section 36 Administrative Charges processes, provided that the correct statutory and delegated powers are followed.

Please note this policy does not apply to light meals and/or drinks associated with seasonal promotional functions where numbers of clients/customers are invited.