



SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

SASSETA's Gifts Acceptance Policy

Guidelines for gift acceptance by SASSETA employees/representatives

- a. SASSETA employees or representatives may under no circumstances, accept cash from the SETA's clients, suppliers, vendors or competitors, stakeholders;
- b. Employees and representatives of SASSETA may, under certain circumstances, accept gifts without prior approval, provided that the value thereof is less than R 500.00 (Five hundred Rands);
- c. SASSETA may consider the circumstances under which the gift was given, and the frequency of similar gifts being received and, based on this assessment, a decision may be made that the gift be returned and/or not be accepted;
- d. Offers such as invitations to lunch, dinner, sports or other events must first be approved by the next level supervisor of the employee concerned;
- e. In the event of a gift to the CEO, such a request must be considered by the Accounting Authority.
- f. All gifts should be declared in a SASSETA Gift Acceptance Register.

The acceptance of any other gift not covered above may be considered by the Chief Executive Officer through the Executive Manager: Corporate Services, only on written request. Such a request will only be considered if it is fully motivated and submitted in a timely manner, giving the CEO reasonable time to assess the merits or benefits of the matter.