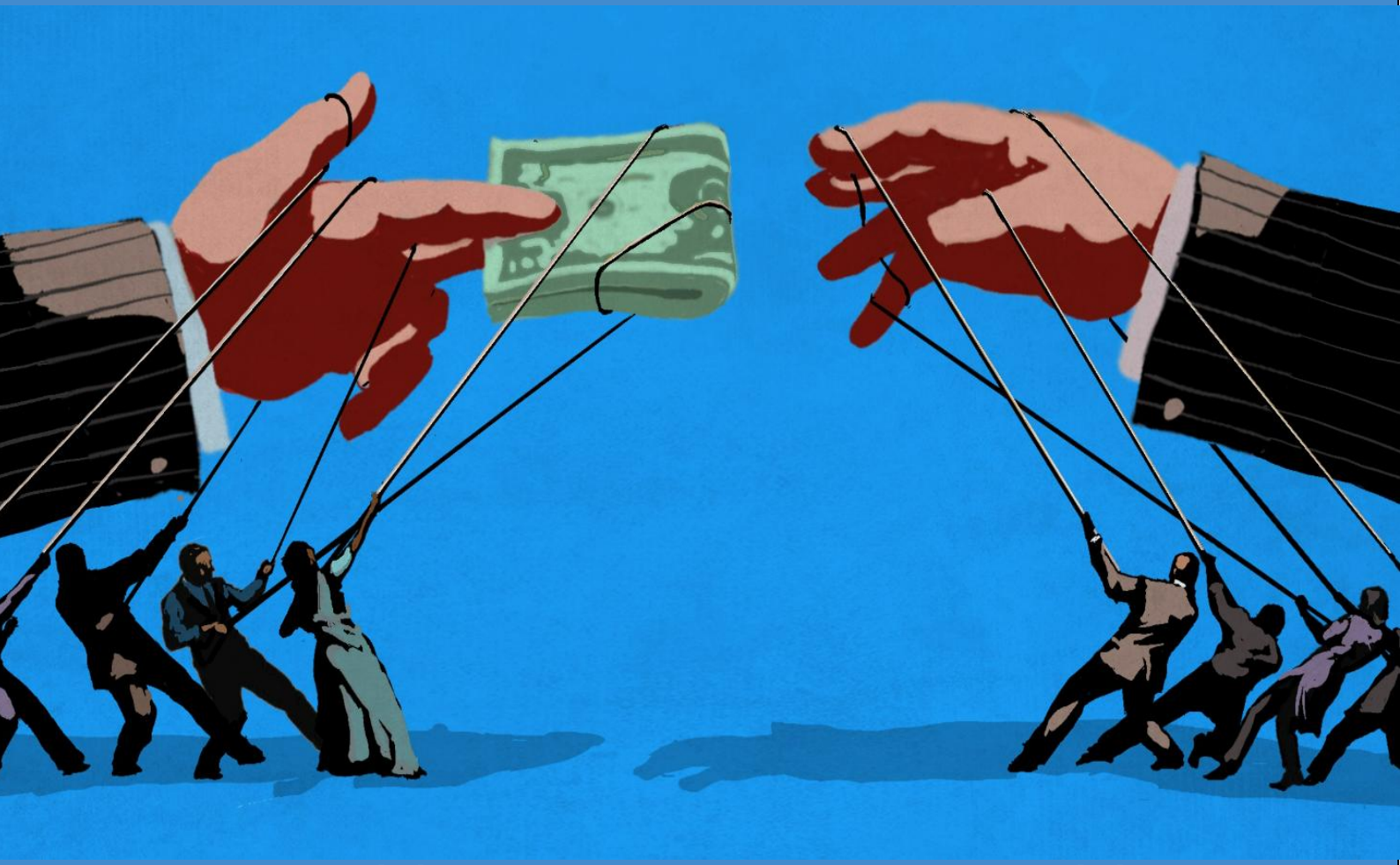
MONGU MUNICIPAL COUNCIL



GIFTS AND BENEFITS POLICY

Acknowledgement

As Mayor of Mongu Municipal Council, I reaffirm the Government's commitment to upholding the highest standards of integrity, transparency, and public confidence through this Gift Policy, which is in accordance with the narrative outlined in the Anti-Corruption Commission (ACC) Statutory Instrument (SI) Act No. 3 of 2012. Inspired by the Republican President, Mr. Hakainde Hichilema, we commit our Councillors and Staff to act in the best interest of those we serve.

We wish to sincerely thank everyone who participated in this process, particularly the Anti-Corruption Commission for its guidance throughout the process. Your dedication and insights have been instrumental in designing a policy that aims to promote a transparent and accountable Local Authority.

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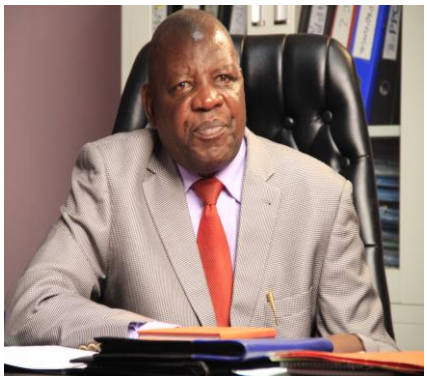
Nyambe Muyumbana

His Worship The Mayor

Foreword



It is with great inclination that we present the Mongu Municipal Council Gift Policy. This comprehensive document is evidence of our commitment to ensuring a corruption-free work environment that contributes to the development of local communities and national development, improving the quality of life for all residents of Mongu District.

This document is the result of collaboration and consultation with sister councils and the Anti-Corruption Commission. Their invaluable contributions have helped shape a vision that is both determined and attainable.

We extend our warm gratitude to everyone who participated in this process. Your dedication and insights have been instrumental in designing a policy that aims to promote a transparent and accountable Local Authority.

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Oliver Muuka

TOWN CLERK

Interpretations

"Employer" Local Government Service Commission with authority from His Excellency the Republican President through the Local Government Service Commission and other appointing authorities delegated by the President.

"Employee" A person appointed by the Local Government Service Commission with authority from His Excellency the Republican President through the Local Government Service Commission and other appointing authorities delegated by the President.

"**Gift Declaration Form**" is a form used for capturing the description of the gifts and particulars of the person making the declaration.

"Gift Register" is a form that provides a record of all gifts received by MCDSS employees in accordance with the Gifts and Benefits Policy Guidelines.

"Launch Materials" These are gifts given to attending guests in commemoration of the event

Abbreviations

ACC…. Anti-Corruption Commission

MLGRD… Ministry of Local Government and Rural Development

MMCIC….. Mongu Municipal Council Integrity Committee

Mandate, Vision, Mission, General Objectives, and Core Values

Mandate: *In Zambia, the mandate of local authorities, as defined by the Local Government Act No. 2 of 2019, encompasses a wide range of functions, including maintaining law and order, providing essential services like water and sanitation, managing infrastructure, and promoting community development.*

Vision: *Continually improving quality of life, an attractive and sustainable environment built on an expanding and innovative economy.*

Mission Statement: *To provide effective, affordable services, facilitate participatory socio-economic development, and improve the quality of life of local communities in Mongu district.*

The Council will strive to achieve five (5) **Strategic Objectives** as outlined below:

1. Economic development
2. Community Development
3. Public safety
4. Good governance
5. Environmental Stewardship

Core Values

The Local Authority shall adopt seven (7) core values, namely objectivity, impartiality, loyalty, respect, accountability, excellence, confidentiality, and selflessness, along with a commitment to serving the community and upholding ethical standards.

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1.0 Introduction

The Council recognises the importance of promoting integrity among members of staff to enhance public confidence in the provision of services. The general public must be confident that employees of the Council will not be influenced by gifts and benefits in the performance of their duties. This policy will provide guidance on the management of gifts and benefits within the Institution.

2.0 Policy Statement

The Council will ensure that its employees are not influenced by gifts and benefits which may compromise their integrity in the performance of their duties. The stance of the Council is to restrain employees from receiving gifts and benefits from vendors/clients that may influence their performance.

The Council through the integrity Committee will ensure that employees are sensitised about the gift and benefits Policy. The Policy will be enforced without partiality and all employees are hence forth discouraged from either soliciting or receiving gifts. However, in an event that the officer receives a gift because it is difficult to decline, the officer shall with immediate effect declare the receipt of such a gift.

3.0 Purpose of the Policy

The purpose of this gift and benefits policy is to ensure that employees in the Council are guided on the procedure to follow in the handling of gifts and benefits, ultimately the policy will help curb possible corruption in the Council.

The specific objectives of this Policy are as follows:

i. Maintain a gift register in the Council;
ii. Ensure gifts are declared; and
iii. Establish uniformity in the gift culture within the institution and restrict any conflict of interest.

4.0 Applicability and Scope

This policy shall be applicable to all employees in the Council.

5.0 Policy Guidelines

The following shall be a guide on the procedure and management of gifts and benefits that may be received by employees of the Council. In an event of doubt; consult the Chairperson or any other member of the Integrity Committee.

i. All employees shall desist from receiving gifts and benefits of any kind from vendors of goods and services, stakeholders and beneficiaries;
ii. No gifts comprising cash shall be offered or accepted under any circumstances;
iii. All gifts received by an employee of the ministry shall be declared as prescribed;
iv. All employees shall be sensitised on the gift and benefits policy;
v. The Council shall disseminate the gift and benefit policy to stakeholder and beneficiaries; and
vi. No gifts and benefits shall be given to employees by clients, contractors, consultants, and suppliers of goods, works and services on special occasions such as birthdays, kitchen parties, valentine's day, weddings and farewell parties.

5.1 Types of gifts to be declared

Any type of gift which is equivalent or above the value of one hundred kwacha (K100.00) must be declared and recorded in the Gifts and Benefits Register.

5.2 Types of gifts not to be declared

The following category of gifts and benefits will not require employees to make declaration.

5.2.1 Any gift under the value of K100.00 (One hundred Kwacha).
4.2.1 Souvenirs and mementos.
4.2.2 Promotional material gifts such as; diaries, pens, books, T- Shirts, Calendars and Caps.
4.2.3 Launch materials.
4.2.4 Gifts which are Seasonal such as Christmas, New Year etc
4.2.5 Gifts given amongst members of staff on special occasions such as birthday, kitchen parties, valentine's day, weddings, farewell parties etc

4.2.6 Workshop or benefits arising from stakeholder interactions.

4.2.7 Meals.

4.3 Declaration Procedure

4.2.8 All gifts received shall be handed over to the Integrity Committee Secretariat for recording in the gift register within 72 hours of receipt of gift or upon arrival from where the gift was received.

4.2.9 The officer shall fill in a Declaration Form in triplicate and a copy shall be returned to the officer as proof of receipt.

4.2.10 Upon receipt of a gift, the Committee shall decide in consultation with the Principal Officer on how to dispose.

4.2.11 The Integrity Committee shall make a ruling on all gifts received as soon as it is practicable in line with the disposal methods.

4.2.12 The employee will be informed by the Integrity Committee secretariat on the decision within two weeks of receipt.

4.2.13 A consolidated report on all gifts received shall be presented to the office of the Principal Officer every quarter.

5.0 Custody or Storage of Gifts

All gifts declared shall be kept under lock and key by the Integrity Committee Secretariat.
Upon being surrendered by the principal officer

5.1 Disposal of Gifts

Disposal of gifts received shall be in line with the integrity Committee's ruling and disposal should be properly documented to ensure transparency.
The Integrity Committee shall sit as and when need arises to make a ruling over the gift received and some of the options for disposal are as follows:

- Donating the gift to the needy;
- Returning to the giver;
- Returning to the receiver;
- Sharing among members of staff;
- Retained within the organisation for use;
- Gift can be donated to any of our institutions; and
- As the Integrity Committee may decide.

6.0 Further Information on the Policy

Where there are any disputes against or disapproval on the ruling of the Integrity Committee, the matter shall be escalated to the Principal Officer.

6.1 Implementation of the Policy

The Office of the Town Clerk through the IC Chairperson shall be responsible for the implementation of this policy.

6.2 Sensitisation of the Policy

6.2.1 The Integrity Committee shall ensure that all new and existing employees are sensitized on the content of this policy. The employees will be required to sign an Employee Declaration Form as evidence that they have been taken through and understand the contents of this policy.

6.2.2 The Integrity Committee shall also use any other in-house meetings, workshops, forums or any such avenues to promote the implementation and sensitization of this policy.

7.0 Enforcement of the Policy

This policy shall not be implemented in isolation, but in conjunction with other existing policies and codes in existence in the Council, such as Disciplinary, Grievances, Rules and Procedures Code. Depending on the findings of the Committee, the relevant policies, codes or laws may be invoked.

8.0 Collaborative Partnerships

The Ministry shall collaborate with other relevant partners in the implementation of this Policy. These partners shall be engaged based on their expertise or relevance to the matter at hand.

9.0 The General Public as a Stakeholder

We acknowledge that "it takes two to tango", therefore the Integrity Committee will deliberately put in place measures to ensure that the general public and clients participate in the implementation of this Policy by sensitizing on the contents of the gifts and benefits policy through any relevant platform.

10.0 Monitoring and Evaluation of the Policy

The Integrity Committee shall undertake monitoring evaluation of the implementation of the Policy.

11.0 Review of the Policy

The Integrity Committee may review the Policy every three years and whenever need arises. This policy will remain in effect until it is reviewed.

The Policy becomes effective on the date the Permanent Secretary approves it.

12.0 Appendices

Appendix 1: Employee Acknowledgement Form

Appendix 2: Declaration Form

Appendix 3: Gift Register

Appendix I

Employee Acknowledgement Form

I …… Employee No. ……do hereby acknowledge having been taken through and receiving the Gifts and Benefits Policy. I further acknowledge that I was provided with the opportunity to ask questions and hereby attest that I have understood the Policy and its contents. I further undertake to comply with the provisions of this Policy.
Signed by:…… Name: …… Date: ……
Witnessed by: Human Resources Department/Integrity Committee Signed by: …… Official Date Stamp:

Appendix II

Gifts and Benefits Declaration Form

This form will be filled in triplicate and distributed as follows:

1. *Employee declaring*
2. *Integrity Committee Chairperson*
3. *Gifts and Benefits Register*

S/no.	Item	Details
1.	Name of receiver of the gift (s)	
2.	Description of Gift (s)	
3.	Approximate value	
4.	Giver/source	
5.	Purpose/Occasion of Gift	
6.	Location of the Gift at the time of declaration	
7.	Date of receipt	
8.	Any other comment	

1.0 Certification:

I hereby certify that the details I have given above are true and in line with the Gifts and Benefits Policy Guidelines of the Council.

Employee signature:	
Name:	
Employee No.	
Department/Unit:	
Date:	

Receiving Officer:

Employee signature:	
Name:	
Employee No.	
Department/Unit:	
Date:	

2.0 Integrity Committee decision:

Comment:	
Integrity Committee Chairperson **signature & date:**	

Appendix III

Gifts and Benefits Register

Serial No.	Name of receiver of the gift (s)	Department	Description	Estimated Value	Date of Receipt	Mode of Disposal	Date of Disposal