

Te Whatu Ora Health New Zealand Hauora a Toi Bay of Plenty GIFTS, SPONSORSHIP & KOHA PROTOCOL	GIFTS AND SPONSORSHIP STANDARDS	Policy 3.2.2 Protocol 1
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OBJECTIVE

To ensure that all Te Whatu Ora – Health New Zealand Hauora a Toi Bay of Plenty 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 Te Whatu Ora Hauora a Toi Bay of Plenty 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 Te Whatu Ora Hauora a Toi Bay of Plenty 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 Te Whatu Ora Hauora a Toi Bay of Plenty, 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 Chief Financial Officer (CFO) / Interim Lead, Hospital & Specialist Services. 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 CFO. 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 Hauora a Toi Bay of Plenty)

- 2.1 Te Whatu Ora Hauora a Toi Bay of Plenty 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 CFO.
- 2.2 Sponsorship should have a business purpose such as publicity for Te Whatu Ora Hauora a Toi Bay of Plenty or an organisational objective.
- 2.3 Te Whatu Ora Hauora a Toi Bay of Plenty will not seek or accept sponsorship from organisations whose corporate culture does not align with that of the Te Whatu Ora Hauora a Toi Bay of Plenty. In seeking sponsorship for events from external organisations applications must be approved by the CFO.

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Protocol Steward: Audit Team Leader	Authorised by: Senior Advisor, Governance & Quality	

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ASSOCIATED DOCUMENTS

- Te Whatu Ora Hauora a Toi Bay of Plenty policy 3.2.2 Gifts, Sponsorship and Koha
- Te Whatu Ora Hauora a Toi Bay of Plenty policy 3.2.2 protocol 2 Koha Standards
- Te Whatu Ora. Delegated Authority Policy of Health New Zealand
- Te Whatu Ora. Financial Delegations HNZ1001
- Te Whatu Ora. Financial Delegations Quick Reference Guide HNZ1002
- Te Whatu Ora Hauora a Toi Bay of Plenty policy 1.4.4 Cultural Safety - Maori
- Te Whatu Ora Hauora a Toi Bay of Plenty policy 3.5.8 protocol 1 Purchasing Ethics
- Te Whatu Ora Hauora a Toi Bay of Plenty Form FM.K3.1 Koha Request form
- Gifts Register

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