

HR Policy Code	EF/GRR/2.9
Topic	TTS Acceptance of Gifts Policy
Category	Employment Framework
Author	HR Department
Action	Approved by TC on 16 Nov 2023
Applicable to	All staff
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This policy provides specific guidance on the acceptance of gifts and applies to Governors and all staff working for Tanglin Trust School.

- Governors and staff may accept gifts offered to the school in the course of carrying out their official duties. Before accepting gifts, however, staff should satisfy themselves that acceptance of a gift does not:
 - Constitute an actual or perceived conflict of interest;
 - Create a specific or general obligation which the school is required to fulfil; and
 - Constitute an actual or perceived inducement in respect of a decision the school must take.
- Governors and staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity. Particular care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with the school. Gifts of a trivial or inexpensive nature may be accepted (e.g. diaries, calendars, perishable items), but more substantial or expensive offerings should be declined.
- Management will use its discretion to define what constitutes an acceptable gift, but generally these would be items of nominal value and/or a business stationery nature such as diaries, calendars, etc. **Nominal value is declared here as up to SGD50.**
- This policy applies equally to all suppliers to the school. Where possible, suppliers should be encouraged to offer lower bids rather than provide gifts or extras. Gifts / extras that are directly related to an event (e.g. free drinks, extra space, etc) should be part of the core bid evaluation.
- This policy does not apply to perishable items (e.g. cake, wine, flowers) or to Appreciation gifts from an individual parent to teachers, unless the gift is of a significant estimated value, exceeding SGD100.

6. Any Governor or member of staff who is offered or receives any such gift that is not directly related to the event and is of more than the stated nominal value should return the gift with a polite explanation that the school's policies do not allow their acceptance. If it is deemed impolite to return the gifts, the items must be declared to the Director of People who will then determine whether the staff may keep the gift or give it to the school for its use. If in doubt, staff must seek guidance from their Authorised Line Manager.
7. Any items offered as a form of sponsorship to the school (e.g. flights, hotel rooms) will be classified in the same manner as gifts, and must be declared to the Director of People who will then determine how the gift should be used.
8. The Director of People will record all gifts accepted, their perceived value and intended distribution. The distribution of accepted gifts will be accurately recorded to ensure that no gift disappears. This register will be signed off termly by the CEO/CFO /Governor.

Publication	Staff Portal
Source	HR / JT