



**Islamic Republic Of Afghanistan
Kabul Municipality**



GIFT POLICY
DEPARTMENT OF HUMAN RESOURCES

H.E Mohammad Yunus Nawandish

Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



Table of Contents

1. Introduction:	3
2. Purpose:	3
3. Kabul Municipality Gift Policy Standards and Requirements	3
4. Gift Policy Exceptions:.....	4
5. Communicating No-Gift Policy to Stakeholders	4
5. Disciplinary Action.....	4



Islamic Republic Of Afghanistan Kabul Municipality



1. Introduction:

A gift policy provides guidance to the Kabul Municipality employees about what is and isn't appropriate to accept as a present, offering, advertisement, award, or token of appreciation from Kabul Citizens, community members and direct and indirect stakeholders.

This gift policy states whether Kabul Municipality employees are allowed to accept gifts both within and outside of work premises. If a gift is allowed, the gift policy defines the acceptable value and type of gift permissible to employees. The gift policy defines who may give a gift to Kabul Municipality employees.

Finally, the gift policy defines under what circumstances an employee may accept a gift. The gift policy defines any exemptions to the policy: exceptional situations or circumstances in which employees may accept gifts that are otherwise not allowed. Usually, exceptions to the stated exceptions in the gift policy require the Human Resources Director's signature.

2. Purpose:

No matter how well-meaning or well-intentioned a gift, the potential exists for impropriety or the appearance of impropriety to be present because of the existence and acceptance of the gift. A gift policy ensures that employees adhere to the Kabul Municipality code of conduct. Codes of conduct generally state that all employees demonstrate a commitment to treating all people and organizations, with whom they come into contact or conduct business, impartially.

A gift policy requires employees to demonstrate the highest standards of ethics and conduct in relationship to Kabul citizens, business man, suppliers, national and international organizations and government entities. The gift policy ensures that employees practice equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all Kabul citizens, suppliers, customers, employees, potential employees, potential vendors or suppliers, and any other individual or organization having stake in Kabul Municipality.

Kabul Municipality has a no-gift policy. To avoid a conflict of interest, the appearance of a conflict of interest or the need for our employees to examine the ethics of acceptance, Kabul Municipality and its employees shall not accept gifts from Kabul citizens and the Clients who has business relations with Kabul Municipality.

3. Kabul Municipality Gift Policy Standards and Requirements

As one effort to demonstrate our commitment to these standards and behavior, all employees must abide by the following no-gift policy requirements.

- No gifts of any kind, that are offered by community members and the Clients (shopkeepers, vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization,) will be accepted by any employee, at any time, on or off the work premises. By "gift," Kabul Municipality means any item including pens, rings, t-shirts, mugs, calendars, bags, key chains, portfolios, and other



Islamic Republic Of Afghanistan Kabul Municipality



minor items as well as items of greater value. In addition, offering parties to Kabul municipality which has business linkages are explicitly defined under the terms of gift.

4. Gift Policy Exceptions:

Exempted from this policy are

1. Gifts such as t-shirts, pens, trade show bags and all other minor items that employees obtain, as members of the public, at events such as conferences, training events, seminars, and trade shows, that are offered equally to all members of the public attending the event. This includes attendance at and food, beverages, and items provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors.
2. Cards, thank you notes, certificates, or other written forms of thanks and recognition
3. Food, beverages, and moderately priced meals or tickets to local events that are supplied by and also attended by Kabul citizens, Wakil Guzars, community members or suppliers in the interest of building positive business relationships. This moderately priced entertainment is provided as part of a “working” meeting or session to benefit and advance positive working relationships and Kabul Municipality’s interests.
4. Gifts of food that may arrive during the holidays, and at other times of the year when gift giving is traditional, belong to the entire staff even if addressed to a single employee.

This policy is supplemental to other Kabul Municipality codes of conduct, ethics, standards, values, and policies in the employee handbook and in other Kabul Municipality documents. These activities are expected to be reciprocated by Kabul Municipality in turn.

5. Communicating No-Gift Policy to Stakeholders

Employees are required to professionally inform Kabul Citizens and clients (vendors, potential vendors and others) of this no-gift policy and the reasons Kabul Municipality have adopted the policy. Employees will request Kabul citizens and the clients to respect our policy and not purchase and deliver any gift for our employees, a department, an office or the Kabul Municipality, at any time, for any reason.

If any employee has questions about and/or needs clarification of any aspect of this policy, the employee should check with their supervisor. If the supervisor is uncertain, Human Resources is the arbiter of the gift policy to ensure consistent employee treatment across the Kabul Municipality. Any exceptions to the gift policy may be made only with the permission of the Kabul Mayor.

5. Disciplinary Action

This policy takes the place of any earlier policy and is effective: (date of policy). All employees must acknowledge that they have received and understand the Kabul Municipality gift policy. Policy violations will be subject to disciplinary action, up to and including termination for cause.