



**Islamic Republic Of Afghanistan
Kabul Municipality**



**GIFT POLICY
STANDARD OPERATING PROCEDURES
DEPARTMENT OF HUMAN RESOURCES**

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Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



1. Introduction:

This standard operation procedure designed and developed based on Kabul Municipality gift policy to provide specific direction for those Kabul Municipality Staff who are accepting non-allowed gift or acceptable gift from Kabul citizens, community members and direct and indirect stakeholders.

Awareness about Gift Policy

- HR Department will make a comprehensive plan for awareness of all Kabul Municipality Staff about Gift Policy.
- HR Department will send enough copies of the Gift Policy to all Kabul Municipality Department for each staff of department.
- All Kabul Municipality Department should distribute the Gift Policy for all their staff and give clarification for any question of their employee accordingly.
- HR Department will be responsible to extend the awareness campaign within the whole Kabul City Citizens through Kabul Municipality Publication Department by using several tools such as Pamir Magazine, KM Website, National TV, Radios.

The employees who receiving non-allowed gift

If an employee received non allowed gift without knowledge and then realized that he/she has accepted a gift which was not allowed to him/her to accepted, he/she can first inform his supervisor and then by presence of her/his supervisor returned the gift to whom did offer.

If an employee received non allowed gift by knowledge and he/she decided to keep it for himself, then his colleague became aware of that, they first should have acceptable evidence and then they will be responsible to talk to him and encourage him to return it back to who did offer.



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If the receivers of the non-allowed gift has still rejected that who did not receive any non-allowed gift, his colleague will be responsible to inform his supervisor by submitting their evidence accordingly.

Acceptable and allowed gift

If a Kabul employee has received acceptable gift- which has been defined in Gift Policy- within an event, meeting or any gathering occasions, he/she should include it in his report when he get back to office.

If an employee has got more numbers of allowed gifts within any official occasions for himself and his colleagues, he/she should distributed additional gifts to his related colleagues once get back to his office.

If the Kabul Municipality Senior Officials received any valuable trophy as reward for the whole Kabul Municipality from any individual or institutions, they will be responsible to submit it to KM to be kept and recorded within the other Kabul Municipality valuable items.

Kabul Municipality also can distribute some gifts as reward and appreciations for those Employees who have done an outstanding job. But this rewarding should be done through transparent process by involvement of Human Resource Department.