

Gifts and Hospitality from Third Parties Policy

Policy owner: General Manager Corporate Services

Policy approved by: ENZ Board on 14 June 2023

Applies from: 1 July 2023 to 30 June 2026

Applies to: Staff, Contractors, and Board members

Purpose

To set out ENZ's policy on dealing with offers of gifts or hospitality from third parties.

Background

As a taxpayer funded entity ENZ must be seen to be an impartial organisation whose activities and transactions can meet the standards of probity expected by the public and Parliament.

ENZ operates in global marketing and education environments where it can be common for suppliers/clients to offer gifts or hospitality to the staff and organisations with which they interact or do business.

Where gifts are accepted from third parties, ENZ must be able to demonstrate that acceptance places no form of obligation on ENZ nor does it create a conflict of interest or otherwise be seen to affect independence.

Policy

ENZ staff will not accept any gift or promotion that might be seen as influencing our purchasing or delivery decisions.

ENZ will maintain a Gifts register, on which will be recorded all gifts with a value of \$100 (GST inclusive) or more.

Where the value of a gift is unknown but has the potential to be worth more than \$100, then it will be treated in the same way as a gift with a value of \$100 or more.

Accepting Gifts – Under \$100 (GST Inclusive) in value

ENZ staff may accept gifts that have a value of less than \$100, on the basis that the gifts are openly distributed by suppliers or clients, and are also available to other suppliers/purchasers, are not offered during the tendering or contract negotiations and cannot be viewed as influencing ENZ's independence.



Accepting Gifts or Hospitality – Over \$100 (GST Inclusive) in value

ENZ staff may accept gifts with a value greater than \$100 only if there is no possibility that the gift could be seen to influence a decision or place any form of obligation on ENZ.

- A member of the Senior Leadership Team's approval is required before a staff member accepts a gift and,
- The Board's approval is required before the Chief Executive accepts a gift and,
- The Chair's approval is required before a Board member, whilst acting in their capacity as a Board member, accepts a gift.

The gift becomes the property of ENZ, unless the approval includes the recipient retaining the gift.

The gift must be recorded on the [Gifts Register](#) which is publicly reported.