



Republic of Zambia

MINISTRY OF LABOUR AND SOCIAL SECURITY

GIFTS AND BENEFITS POLICY

MAY, 2025

Ministry of Labour and Social Security,
New Government Complex, Independence Avenue,
P.O. Box 32186, Lusaka
Zambia





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FOREWORD



The Ministry of Labour and Social Security acknowledges the importance of service delivery in a corrupt-free environment. This is because, Corruption compromises service delivery, discourages investments, limits economic growth and alters the composition of government spending. The Ministry detests corruption and has zero tolerance policy, and stands ready to curb the vice and ensure that perpetrators are accountable for their actions.

Therefore, it is my desire to see a corrupt-free Labour Market where the employers, employees and Government work together to enhance productivity, economics growth, compliance to Labour Laws and industrial harmony.

The gifts in the Public Service are sometimes confused for bribes. It is important to distinguish between a gift and a bribe. This is the reason the Ministry through the Ministerial Integrity Committee with technical support from the Anti-Corruption Commission (ACC) has developed guidelines on the subject to avoid problems associated with gifts and benefits.

The Policy has been developed to guide employees on the handling of gifts in the Ministry and ultimately, promote accountability, transparency, and ethical behaviour in service delivery.

This Policy will apply to all employees of the Ministry. As such, all employees are required to acquaint themselves with the provisions of the Policy and ensure compliance.

Brenda Mwika Tambatamba

MINISTER OF LABOUR AND SOCIAL SECURITY



ACKNOWLEDGEMENT



This Gift and Benefit Policy will provide the necessary guidance to all Officers as they carry out their duties. On behalf of the Ministry of Labour and Social Security, I wish to commend the Ministerial Integrity Committee for the commitment shown during the development of the Policy and thank the Anti- Corruption Commission for the technical support rendered.

Zechariah Luhanga (FZIHRM)

PERMANENT SECRETARY



DEFINITION OF TERMS

Benefit	Includes any preferential treatment, privileged access, or other advantage offered to an individual. This may also include invitation to prestigious events and promises of valuable items.
Bribery	Refers to offering, giving, soliciting, or receiving of any item of value as a means of influencing the actions or decisions of an individual holding a public office.
Employee	Refers to salaried staff working under the Ministry, interns, students on attachment, consultants, temporal workers and any other personnel assigned to undertake work for and on behalf of the Ministry.
Client	Refers to a person, a group of people or organisations that have access to the services provided by the Ministry.
Conflict of Interest	Refers to a situation where the private interest of an employee is in conflict with that of the Ministry.
Controlling Officer	Refers to the person responsible and accountable for the proper financial management and expenditure of public monies appropriated to public bodies in respect of all public monies collected, received or disbursed and in respect of public stores or assets received, held or disposed of by or on behalf of the ministry or department or service for which such head is provided.



Corruption	Refers to Solicit, Accepting, Obtaining, Giving, Promising, offering of a gratification as an inducement or reward by misuse or abuse of public official/authority for advantage or benefit for oneself or another person.
Disposal	Refers to an action or process of getting rid of something.
Entitlement	Refers to having a right to something
Gift	Refers to a present or item given to an individual/ employee without the expectation of payment or anything in return.
Gratification	Refers to money, any gift, loan, fee, property, any employment, liquidation of any loan, obligation or other liability, any service, benefit of any kind, rebate, any right or privilege; and any aid, vote, consent or influence which is given/received.
Hospitality	Refers to a friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation.
Integrity	Putting the obligations of the Public Service above one's personal interests, and conducting oneself in a manner that is beyond reproach
Impartiality	Acting solely according to the merits of the case and serving the public fairly.
Token of appreciation	An offer of a gift, benefit or hospitality that is offered as a courtesy and is of negligible value both to the person making the offer and the person receiving.



The Ministry's Vision

"A resilient, productive workforce and enterprise anchored on decent work for all".

The Ministry's Mission

"To regulate the labour market, promote productivity and decent work in order to contribute to sustainable socio-economical transformation and growth"

The Ministry's Core Values

The Ministry has six (6) Core values for a positive Organisational work culture among all the members of staff, these are:

 Integrity:	We consistently exhibit the highest levels of honesty and uncompromising adherence to strong moral and ethical principles and values in our actions.
 Transparency:	We are open in our interactions, communications and decision making to both the people we work with and those we serve.
 Collaboration:	We strive to maintain synergistic cooperation with our social partners and other stakeholders to foster unity of purpose to provide high quality services to our clients.
 Confidentiality:	We will not reveal or disclose privileged information even after leaving the public service.
 Innovation:	We promote and embrace creativity in the employment and labour sector to foster productivity and decent work for all.
 Client Focus:	Our clients' needs come first. We believe in being responsive to the needs of our clients by providing services in a timely, efficient and effective manner.



1. INTRODUCTION

The Ministry of Labour and Social Security Gifts and Benefits Policy aims to provide guidelines on the handling of gifts and benefits by employees to ensure transparency, accountability and integrity among members of staff, thereby helping curb possible corruption in the Ministry.

The Public Service has put in place measures to regulate the handling and receipt of gifts by Public Servants. The Terms and Conditions of Service for the Public Service forbids officers from engaging in any act that may be construed as corruption.

Further, the Code of Ethics for the Public Service provides that, “*Public Service employees shall **NOT** accept gifts, rewards or hospitality or receive benefits of any kind from any person or organisation which might compromise, or reasonably be seen to compromise one’s personal judgment or integrity*”.

The Anti-Corruption Act No. 3 of 2012, Section 87 obligates public bodies to keep a register of gifts which shall be administered by the Chief Executive Officer of the public body. The regulation of the receipt of gifts in any organisation promotes ethical behaviour, maintains the principles governing its administration, and promotes high standards of professionalism among staff.

2. PURPOSE OF THE POLICY

The policy is aimed at ensuring that members of staff in the Ministry are provided with guidance on how to handle gifts and benefits. It is envisaged that the policy will help curb possible corruption in the Ministry.

The specific objectives of the Policy are;

- i. Improves organisation image;
- ii. Prevents corruption/bribery;
- iii. Provides knowledge to employees;
- iv. Easy to enforce violation/compliance
- v. Maintain a Gift Register in the Ministry;
- vi. Ensure gifts and benefits are declared;



- vii. Establish uniformity in the gift culture within the Ministry and promote the declaration of interest; and
- viii. To discourage receipt of gifts and benefits by members of staff during the delivery service to the public.
- ix. And generally, improve transparency and ethical behavior among officers

2.1 APPLICABILITY

The Policy applies to all employees in the Ministry.

3. THE GUIDELINES

These guidelines shall regulate the handling of gifts and benefits between clients and employees of the Ministry.

3.1 Ministry's Position on Gifts

Employees shall not solicit or receive gifts, hospitality, or any other benefits that may have an influence on their objectivity in carrying out their official duties or that may place them under any obligation to the other party. The gifts that are acceptable must not be given in connection to the performance of an employee's official duties. Employees are discouraged from receiving gifts from clients, however there may be exceptional circumstances where casual gifts or promotional materials may be received. In such exceptional circumstances, the following guidelines shall apply.

3.1.1 Types of Gifts that can be received

The following gifts may be received by an employee and no declaration may be necessary:

a) Promotional Materials

Employees may receive promotional material gifts such as diaries, pens, books, T-Shirts, souvenirs, calendars, and caps.

b) Launch Materials

Employees may receive launch materials during commemorative events.



c) Cultural/Seasonal Gifts

Gifts given during festive seasons or traditional ceremonies.

d) Special Events Gifts

Gifts given on special occasions such as kitchen parties, weddings, farewell parties, and retirements.

e) Workshop Materials

Workshop gifts and/or benefits arising from stakeholder interactions.

f) Meals

Perishables such as food with limited shelf life which if not consumed early might go bad.

3.1.2 Gifts in Cash or Monetary form shall not be received

3.2 Gifts to be declared

Notwithstanding the above guidelines, any gift that is received whose monetary value is above K500.00 whether it

be promotional material or otherwise shall be required to be declared according to the procedure below.

3.3 Declaration Procedure

3.3.1 Gifts to be declared shall be registered in the **Gifts and Benefits Register** within forty-eighty (48) hours of receipt or upon return to the respective duty station. The declaration shall be made to the supervisor and subsequently to the Integrity Committee Secretariat. The gift and declaration form at **appendix II** shall be used to declare gifts that need to be declared.

3.3.2 Employees at Provincial and District who receive gifts shall submit the gift and declaration form to their supervisor. The supervisor shall declare to the Provincial Permanent Secretaries and District Commissioners, respectively.



3.3.3 The Integrity Committee Secretariat shall submit to the Integrity Committee Chairperson a quarterly report on all gifts and benefits declared.

3.3.4 The Integrity Committee Chairperson shall compile a consolidated report quarterly of all gifts and benefits declared for the attention of the Permanent Secretary.

3.4 Custody of Gifts

3.4.1 All gifts declared shall be kept under lock and key of the appropriate Integrity Committee Secretariat or Focal Point Person in the Province/District.

3.4.2 In the event that the Integrity Committee Secretariat or Integrity Committee Focal Point Person is not available, the Chairperson of the Integrity Committee or the Provincial/ District Head shall secure such gifts until their disposal.

3.5 Disposal of Gifts

Disposal of gifts declared shall be in public interest, taking into consideration the wishes and expectations of the giver. The disposal should be properly documented for audit purposes and conflict of interest should be declared where necessary. Perishable goods must be disposed of as soon as practicable. Declared gifts shall be disposed of in a number of ways such as the following:

- i. Donating the gifts to the needy in society;
- ii. Sharing among members of staff;
- iii. Returning to the giver if necessary;
- iv. Giving to the receiver;
- v. Converting the gifts for the use of the Ministry; and/or
- vi. As the Integrity Committee may decide.

it is important to note that, mishandling of gifts in a Public Institution can lead to public scrutiny and reputational damage therefore, having a proper disposal mechanism demonstrates commitment to ethical governance and compliance.



4. FURTHER INFORMATION

Where any doubt exists regarding the handling of gifts and benefits, advice should be sought from the Chairperson of the

Integrity Committee or the appropriate Integrity Committee Focal Point Person in the Province/ District.

5. IMPLEMENTATION OF THE POLICY

The Controlling Officer shall be responsible for the implementation of these guidelines through the Integrity Committee, Heads of Departments, Units, Province and District. It is the responsibility of every officer to promote adherence to the guidelines.

Additionally, collaborating with Law enforcement Agencies in the implementation of the policy will ensure the policy aligns with legal standards reducing the risk of non-compliance. Law enforcement agencies have expertise and authority to investigate criminal cases linked to improper gift handling.

Therefore, collaborating with such agencies will allow the Ministry effectively address policy violations that involve criminal activity linked to improper gift handling.

Further, engaging law enforcement in police implementation demonstrates a strong commitment to integrity and accountability

6. SENSITISATION

The Controlling Officer through the Integrity Committee shall be responsible for sensitizing all employees on these guidelines. Sensitization ensures employees understand what is acceptable, what is not and how gifts are handled once declared.



Additionally, employees often face situations where acceptance of gifts may seem harmless but could actually lead to conflict of interest therefore, sensitizing employee prevents circumstances in which undue influence may arise.

7. ENFORCEMENT

The Controlling Officer shall be responsible for the enforcement of these Guidelines through the Integrity Committee:

a) In case of compliance

- (i) Write a letter of commendation to the employee upon recommendation by respective supervisors; and/or
- (ii) Reward the employee upon recommendation by respective supervisors.
- (iii) The Controlling Officer may do this on recommendation from the Integrity Committee.

b) In case of non-compliance

- (i) Where evidence of breach is uncovered or exists, disciplinary action shall be taken against the employee
- (ii) in line with the disciplinary code; and/or
- (iii) Any appropriate action.

8. COLLABORATIVE PARTNERSHIPS

The Policy will be implemented in collaboration with law enforcement agencies and any other relevant institutions.

9. THE GENERAL PUBLIC AS A STAKEHOLDER

All stakeholders are expected to support the implementation of these Guidelines. In this regard, the Integrity Committee must ensure that both the employees and the general public are well informed on the provisions of the Guidelines. The general public will be encouraged to give feedback on how the Ministry serves its clients through the Service Charter or any other interactive platform.



10. MONITORING AND EVALUATION

The Integrity Committee shall undertake quarterly monitoring of the Guidelines to ensure proper implementation and adherence. The Integrity Committee will also undertake a mid-term and summative evaluation of the guidelines.

11. REVIEW OF THE GUIDELINES

The guidelines may be reviewed after every five (5) years in consultation with the stakeholders but will continue to be in effect until their review. The Guidelines may be reviewed whenever need arises upon approval from the Permanent Secretary.



APPENDIX I



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Employee Acknowledgement Form

Gifts and Benefits Policy

I..... employee no#..... do hereby acknowledge having been taken through and receiving the Gifts and Benefits Policy. I further acknowledge that I was provided with the opportunity to ask questions and hereby attest that I have understood the provisions of the Policy.

I further undertake to comply with the provisions of this Policy.

Signed:.....

Date:.....

Witnessed by: Human Resources Department/Integrity Committee

Signed:

Official Integrity Committee Date Stamp:



APPENDIX II:



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Gift Declaration Form / Gift Register

1. Purpose:

The purpose of this declaration form is to provide a record of all gifts received by employees in accordance with the Gifts and Benefits Policy.

For any gift or benefit received, the receiver will fill in the following details.

S/NO.	ITEM	DETAILS
1.	Description of Gift	
2.	Approximate value	
3.	Giver/Company/organisation	
4.	Name of Receiver	
5.	Purpose/Occasion of Gift	
6.	Location of the Gift at the time of declaration	
7.	Date of receipt	
8.	Any other comment	



APPENDIX III:



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2. Certification

I hereby certify that the details I have given above are true and in line with the Gifts Policy.

Employee signature	
Name	
NRC No.	
Department/Unit	
Date	



APPENDIX IV



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3. Receiving Officer

Employer's signature	
Name	
NRC No.	
Department/Unit	
Date:	



APPENDIX V:



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4. Integrity Committee Decision

Comment:	
Integrity Committee Chairperson	
Signature & Date:	



Note: This form will be filled in duplicate and distributed as follows.

1. Employee declaring.
2. Gift Register.

The employee will be informed by the Integrity Committee secretariat of the decision within two weeks of receipt.



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