



REPUBLIC OF ZAMBIA

MINISTRY OF TECHNOLOGY AND SCIENCE

Gifts and Benefits Policy

DECEMBER, 2023

Prepared by:

Ministry of Technology and Science with support from the
Anti-Corruption Commission
LUSAKA



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Foreword



In 2021, the President of the Republic of Zambia, His Excellency, Mr. Hakainde Hichilema, in his inaugural speech to Parliament indicated that he would ensure prudent utilization of public resources for the common good and benefit of all Zambians. This would be achieved by ensuring that Government did not tolerate corruption at all levels and therefore declared a “Zero Tolerance to Corruption.” This stance by the Head of State was to be cascaded to all Government Institutions.

Consequently, the official headed paper for the Ministry has the aforementioned slogan against corruption underneath.

Furthermore, it is anticipated and expected that the execution of the Ministerial mandate with integrity by all members of staff by being honest and ethical may not only contribute towards its actualisation but also change the economic landscape of this Country in as far as digital economy is concerned.

However, I am cognizant of the fact that in the execution of the mandate, some members of staff in the Ministry may be exposed and subjected to the vulnerability of corruption thus compromising their professionalism. While gifts in themselves are not wrong, the motive may not be well intended.

It is for this reason that my Ministry working with the Anti-Corruption Commission (ACC) has established a Ministerial Integrity Committee (MIC) that will spearhead the fight against corruption within the Ministry at all levels. I equally do take cognizance of the fact that people are different and react differently to given situations and therefore, to help



the members of staff avoid any form of temptation that may erode their moral and ethical standing, the Ministry has developed this Gift Policy to ensure that the members of staff at the Ministry of Technology and Science (MoTS) are guided on the management and disposal of gifts that may present a foothold for the entrance of corrupt behavior.

In conclusion, it is important to note that the successful implementation of this Gift and Benefits Policy requires concerted efforts and commitment of all the members of staff in the Ministry. I therefore, urge all the members of staff to fully apply themselves to the objectives of the Policy as we aspire to be a Ministry that will not record any corrupt practices.

Hon. Felix C. Mutati, M.P.

MINISTER OF TECHNOLOGY AND SCIENCE



Acknowledgements



I wish to acknowledge the contributions from various members of the Ministerial Integrity Committee (MIC) for their tireless efforts in producing this policy document. The inputs of resource persons from the Anti-Corruption Commission (ACC) is appreciated. The essence of this Gift and Benefits Policy is to promote transparency and accountability in handling various gifts at individual, unit and departmental levels. This in turn will also prevent possible corruption.

This Gift and Benefits Policy will promote integrity among members of staff. On behalf of the Ministry, I wish to thank other stakeholders who contributed to the development of this Policy.

Eng. Dr. Brilliant Habeenzu
PERMANENT SECRETARY
MINISTRY OF TECHNOLOGY AND SCIENCE



Interpretations

Employer	Public Service Management Division with authority from His Excellency the Republican President through Civil Service Commission and other appointing authorities delegated by the President.
Employee	A person appointed by the Public Service Management Division with authority from His Excellency the Republican President through the Civil Service Commission and other appointing authorities delegated by the President.
Gift	Item given and received by public service employees in the course of their official duties.
Benefit	Item given and received by public service employees which may be tangible (of lasting value) or intangible (or no lasting value).



Abbreviations

ACC	Anti-Corruption Commission
MoTS	Ministry of Technology and Science
MIC	Ministerial Integrity Committee
TEVET	Technical, Education, Vocational and Entrepreneuership Training



Mandate, Vision, Mission Statement, General Objectives and Core Values

Mandate

The mandate of the Ministry of Technology and Science is to formulate and implement policies on Technology, Science, Communications and Skills Development for enhanced impact on socio-economic development as well as enforcement of standards, regulations, licensing and supervision of Technology, Science, Communications and Skills Development, as stipulated in the Government Gazette Notice No. 1123 of 2021.

Vision

The Ministry of Technology and Science's vision is: ***“A dynamic Ministry fostering a technologically transformed and productive Zambia.”*** Through this vision, the Ministry will ensure that the Country attains digital transformation, develops its capacity for technology, innovation development and adequate skills that meet the needs of the industry. This will enable the Ministry to contribute to increased productivity.

Mission Statement

To realise the vision and achieve the strategic results, the Ministry of Technology and Science commits itself to the following Mission Statement:

“To promote Science, Technology, Innovation and Skills Development for a digital and innovative economy.”

Through this mission, the Ministry will enhance the capacity for research and development, technology and innovation development, digital uptake and development of quality and relevant skills. The Ministry will achieve this through increased collaboration with its stakeholders.



General Objective

The strategic objective of the Ministry of Technology and Science is to increase access to efficient, equitable, quality and relevant technical, vocational, and entrepreneurial skills and to enhance research and development, commercialization, transfer, and diffusion of technology and innovations.

Core Values

The operations of the Ministry of Technology and Science, more specifically, the conduct and behaviour of the staff is anchored on the following seven (7) core values:-

- i. **Integrity**
We are honest and ethical in the execution of our mandate.
- ii. **Transparency**
We exhibit openness in the execution of our mandate.
- iii. **Confidentiality**
We safeguard privileged information from unintended persons.
- iv. **Accountability**
We take responsibility for all our actions.
- v. **Respect**
We appreciate each other's opinions and those of our stakeholders and promote opportunities to be heard.
- vi. **Teamwork**
We ensure a collaborative approach both internally and externally for efficient and effective service delivery.
- vii. **Excellence**
We provide exceptional services to our clients.





1.0 Introduction

The Ministry is mandated to spearhead the enhancement of science, technology, innovation, communication and skills development in the Country. Currently, the Ministry does not have a Gift and Benefits Policy in place. However, due to the nature of the mandate of the Ministry, which includes interaction with various stakeholders such as contractors, gifts and benefits are usually an aspect that become apparent to members of staff.

2.0 Purpose of the Policy

The purpose of this policy is to ensure that members of staff in the Ministry are provided with guidance on handling of gifts and ultimately the policy will help curb possible corruption in the Ministry of Technology and Science.

The specific objectives of this Policy are as follows:

- 2.1. Maintain a Gift Register in the Ministry;
- 2.2. Ensure gifts are declared; and
- 2.3. Establish uniformity in the gift culture within the Ministry and restrict any conflict of interest.

3.0 Applicability and Scope

This policy shall be applicable to all members of staff in the Ministry.

4.0 Policy Stance

The Ministry through the Integrity Committee will ensure that all members of staff are sensitised about the Gift and Benefits Policy. The Policy will be enforced without partiality and all members of



staff are henceforth discouraged to either solicit or receive gifts. However, in an event that the officer receives a gift because it is difficult to decline, the officer shall with immediate effect declare the receipt of such a gift.

The Ministry takes collective responsibility for setting a culture of zero tolerance to corruption. The Ministry does not encourage employees to accept gifts from clients, contractors, consultants, and suppliers of goods, works and services as this may compromise them and create a conflict of interest. However, in the event that it is necessary to accept such a gift, this policy provides guidelines to employees on how to handle the situation. All members of staff shall adhere to the Gifts and Benefits Policy.

4.1 Types of Gifts not to be Declared

- 4.1.1 Gifts of perishable nature and food;
- 4.1.2 Any gift under the value of K400.00 (four hundred Kwacha);
- 4.1.3 Souvenirs;
- 4.1.4 Promotional material gifts such as diaries, pens, books, T-Shirts, calendars and caps;
- 4.1.5 Launch materials, these are gifts given to guests in commemoration of the event;
- 4.1.6 Gifts which are seasonal such as Christmas, New Year, Valentines etc;
- 4.1.7 Gifts given on special occasions such as birthday, kitchen parties, weddings, farewell parties etc; and
- 4.1.8 Workshop or benefits arising from stakeholder interactions.



However, members of staff are encouraged to voluntarily declare gifts covered under Section 4.3.

4.2 Monetary Gifts

4.2.1 Gifts in cash are forbidden (strictly no cash);

4.3 Gifts to be Declared

4.3.1 Any gift worth more than K400.00 (Four Hundred Kwacha) whether in kind, material or otherwise must be declared. All gifts under 4.1 above which are above K400.00 in value must be declared.

4.4 Declaration Procedure

4.4.1 All gifts received shall be handed over to the Integrity Committee Secretariat for recording in the Gift Register within 72 hours of receiving the gift or upon arrival from where the gift was received.

4.4.2 The officer shall fill in a Declaration Form in triplicate and a copy shall be returned to the officer as receipt.

4.4.3 Upon receipt of a gift, the Disposal Sub Committee shall make a decision in consultation with the main Integrity Committee.

4.4.4 The Integrity Committee shall make a ruling on all gifts received as soon as it is practicable in line with the disposal methods.

4.4.5 A consolidated report on all gifts received shall be presented to the office of the Permanent Secretary every quarter.



4.5 Custody or Storage of Gifts

All gifts declared shall be kept under lock and key by the Integrity Committee Secretariat.

4.6 Disposal of Gifts

Disposal of gifts received shall be in line with the Disposal Sub-Committee's rulings under the oversight of the Integrity Committee. The disposal should be properly documented to ensure transparency.

The Integrity Committee shall sit as and when need arises to make a ruling over the gift received and some of the options for disposal are as follows:

- 4.6.1 Converting the gift to the needy;
- 4.6.2 Returning to the giver;
- 4.6.3 Returning to the receiver;
- 4.6.4 Sharing among members of staff;
- 4.6.5 Retained within the Ministry for use;
- 4.6.6 Gift can be donated to any of our institutions; and
- 4.6.7 As the Integrity Committee may decide.

4.7 Further Information on the Policy

Where there are any disputes against the ruling of the Integrity Committee, further clarification may be sought from the Chairperson of the Integrity Committee.



5.0 Implementation of the Policy

The Office of the Permanent Secretary through the Integrity Committee Chairperson shall be responsible for the implementation of this Policy.

6.0 Sensitisation of the Policy

- 6.1 The Integrity Committee shall ensure that all new and existing employees are sensitized on the content of this Policy. The employees will be required to sign an Employee Declaration Form as evidence that they have been taken through and understand the contents of this Policy.
- 6.2 The Integrity Committee shall also use any other in-house meetings, workshops, forums or any such avenues to promote the implementation and sensitisation of this Policy.

7.0 Enforcement of the Policy

This Policy shall not be implemented in isolation, but in conjunction with other existing policies and codes in existence in the Ministry, such as the Disciplinary Code, Grievance Procedure, Rules and Laws. Depending on the findings of the Committee, the relevant policies, codes or laws may be invoked.



8.0 Collaborative Partnerships

The Ministry where necessary will collaborate with other relevant partners in the implementation of this policy. These partners shall be engaged based on their expertise or relevance to the matter at hand.

9.0 The General Public as a Stakeholder

The Integrity Committee will deliberately put in place measures to ensure that the general public and clients participate in the implementation of this Policy by sensitizing them through any relevant platform.

10.0 Monitoring and Evaluation of the Policy

The Integrity Committee shall undertake quarterly monitoring of the implementation of the Policy.

11.0 Review of the Policy

The Integrity Committee may review the Policy every five (5) years and whenever need arises, this Policy will remain in effect until it is reviewed. The Policy becomes effective on the date the Permanent Secretary approves it.



Appendix

Appendix 1: Employee Acknowledgement Form

Appendix 2: Gift Register/Declaration Form

APPENDIX I



MINISTRY OF TECHNOLOGY AND SCIENCE

**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 Policy and its contents. I further undertake to comply with the Provisions of this Policy.
Name:..... Signature:..... Date:.....
Witnessed by: Human Resources Department/Integrity Committee Signed by:..... Official Date Stamp:

APPENDIX II



MINISTRY OF TECHNOLOGY AND SCIENCE

Gift Declaration Form

1.0 Purpose:

The purpose of this Declaration Form is to provide a record of all gifts received by Ministry of Technology and Sciences employees in accordance with the Gifts and Benefits Policy Guidelines.

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/Source.	
4.	Receiver.	
5.	Purpose/Occasion of Gift.	
6.	Location of the Gift at the time of declaration.	
7.	Date of Receipt.	
8.	Any Other Comment.	

2.0 Certification:

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

Name:	
Signature:	
Employee No.	
Department/Unit:	
Date:	

3.0 Receiving Officer

Name:	
Signature:	
Employee No.	
Department/Unit:	
Date:	

4.0 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 on the decision within two weeks of receipt.

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