



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

NATIONAL FILM AND VIDEO FOUNDATION

GIFTS AND HOSPITALITY DECLARATION POLICY




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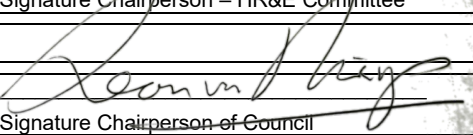
APPROVAL	
The signatories hereof, confirm their acceptance of the content and authorize the adopt the thereof	
	
Signature Chairperson – HR&E Committee	Date 29 October 2025
	
Signature Chairperson of Council	Date 29 October 2025

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1. DEFINITIONS

- 1.1 **"Business"** means the business of the NFVF in term of the National Film and Video Foundation Act 73 of 1997, as amended;
- 1.2 **"Beneficiary"** means an individual or business that has received funding from the NFVF and/or has an application pending;
- 1.3 **"Employee"** means an employee of the NFVF in the ordinary sense of the word and in accordance with the Labour Relations Act 66 of 1995, as amended and shall include, for purposes of this Policy, NFVF interns;
- 1.4 **"Ethics Code and Conduct Policy"** means the Ethics Code and Conduct Policy as set out in this document, including all annexures and/or schedules thereto; and
- 1.5 **"Gifts"** are items and services of value which are given by, or to or accepted from any outside parties, but do not include items described hereunder:
- 1.5.1 Customary business entertainment items such as meals and beverages are not to be considered "gifts."
 - 1.5.2 Items of minimal value, given in connection with corporate gifts, promotions or employee services, safety or retirement awards are not to be considered "gifts" for purposes of this Policy; and
 - 1.5.3 Contributions or donations to recognized charitable and non-profit organizations are not considered "gifts."
- 1.6 **"Hospitality"** can include food, drink, entrance to events, accommodation or entertainment provided free of charge or heavily discounted with no direct or indirect contractual obligations exist. This may include, but is not limited to:
- 1.6.1 Complimentary to events; or
 - 1.6.2 Complimentary tickets to festivals; or
 - 1.6.3 Free or heavily discounted flight ticket and / or
 - 1.6.4 Free or heavily discounted accommodation.

- 1.7** “**Members of the family of a person**” means a spouse, partner or close family member who may have any matter before the NFVF
- 1.8** “**Management**” means those persons responsible for planning, directing and controlling the activities of the NFVF, including those charged with the governance of the NFVF in accordance with legislation, in instances where they are required to perform such functions.

Management personnel includes

- 1.8.1** All NFVF Council members and members of the sub-committees of
- 1.8.2** Council;
- 1.8.3** Heads of Department;
- 1.8.4** Chief Financial Officer; and
- 1.8.5** Chief Executive Officer;
- 1.9** “**NFVF**” means the National Film and Video Foundation, established in terms of the National Film and Video Foundation Act 73 of 1997;
- 1.10** “**Official**” means any person in the employ of the NFVF, including council members, members of Council sub-committees (including panel members) and employees;
- 1.11** “**Supplier**” includes not only vendors providing goods, services and / or materials to the NFVF, but also consultants, financial institutions, advisors, and any person or institution which does business with the NFVF and/or has received funding (such as. grant) from the NFVF.

2. PREAMBLE

- 2.1** The Gifts and Hospitality Declaration Policy aims to help protect the integrity of the South African Government and raise public confidence in the institutions of the State, such as the National Film and Video Foundation (“the NFVF”).
- 2.2** The NFVF recognises that, in serving the public interest, executing its business and in applying standard norms, Officials may be required to accept or receive gifts as a means of gratitude or cultural diplomacy. It is the objective of the NFVF to engage with stakeholders

on the principles of quality, service excellence and technical ability and to avoid any impropriety in the acceptance, receiving and giving of gifts.

- 2.3** The Gifts and Hospitality Declaration Policy must be read together with the NFVF's Conflict of Interest Policy, Finance Manual, Human Resource Manual, and the Ethics Code and Conduct Policy.

3. PURPOSE

- 3.1** The improper acceptance of Gifts and Hospitality can lead to accusations of bias and even corruption, potentially leading to investigations and possible charges and corrective action.

- 3.2** The purpose of this Policy is, therefore, to:

3.2.1 Comply with the requirements of the law relating to the prohibition of corruption;

3.2.2 Promote transparency and avoid conflict of interest;

3.2.3 Provide direction and a directive to all NFVF officials on matters relating to the acceptance and granting of gifts, donations and sponsorships to and by the NFVF;

3.2.4 Ensure fairness in the interest of officials and the NFVF;

3.2.5 Ensure proper disclosure of all gifts, donations and sponsorships granted and/or accepted by the NFVF; and

3.2.6 Promote ethical behaviour, with employees in the NFVF in demonstrating good judgement and avoiding conflict of interests when accepting and/ or giving a gift.

4. SCOPE OF APPLICATION

- 4.1** This Policy applies to all NFVF Officials.

- 4.2** This Policy regulates procedures in accordance with existing legal duties and obligations that an NFVF official owes to the NFVF in terms of the law, and should, therefore, not be constructed or applied in a manner contrary to such duties and obligations, nor is it designed to replace such duties and obligations.

5. PROHIBITION ON THE ACCEPTANCE AND RECEIPT OF GIFTS

- 5.1** NFVF Officials are required to use their best judgement to avoid situations of real or perceived conflicts. NFVF officials shall not accept, solicit or give 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 obligation to the donor.

6. PROVISIONS OF THE POLICY

- 6.1** It is standard business practice within the public sector to offer gifts and hospitality to current and potential future clients.

- 6.2** The acceptance of such gifts and hospitality may be allowed under certain conditions. Any acceptance of an offer or a bribe or a commission must, however, be viewed as illegal and may result in criminal action.

- 6.3** Officials must take great care not to be placed in a situation where their actions might be construed to be improper, may indicate bias towards an organisation or person, or indicate favouritism towards any organisation or person.

- 6.4** Before an employee receives and accepts a gift, the following intertwined elements should be considered to guide decision-making,

6.4.1 One has to be clear about the intention of the giver. Why did the person present a gift? Is it in any way influencing performance or a pending decision (now and in future)?

6.4.2 One has to understand the context in which the gift is offered. This is the circumstances in which the gift was presented.

- 6.5** The acceptance of gifts or hospitality by officials should be the exception and not the rule. If doubt exists about the propriety of the gift or hospitality, then it must be refused.

- 6.6** The basis for remuneration of Officials is their salary and any allowances to which they might be entitled. This must not be supplemented by the acceptance of gifts or hospitality for the work that they perform.

- 6.7** Under no circumstances should an official of the NFVF attempt to solicit a gift from a contractor, supplier, consultant, beneficiary or a person to whom services are rendered by and / or for the NFVF.

7. DISCOUNTS

- 7.1** An employee may accept discounts on a personal purchase of the supplier's or beneficiary's products only if such do not affect the NFVF's purchase price and are generally offered to others having a similar business relationship with the supplier or Beneficiary.

8. BUSINESS MEETINGS

- 8.1** Entertainment and services offered by a supplier or beneficiary may be accepted by an employee when they are associated with a business meeting and the Supplier or Beneficiary provides them to others as a normal part of their business. Examples of such entertainment and services are:

8.1.1 Transportation to and from the Supplier's or Beneficiary's place of business;

8.1.2 Hospitality suites;

8.1.3 Golf outings;

8.1.4 Lodging at the Supplier's or Beneficiary's place of business;

8.1.5 Business lunches and dinners for business visitors to the supplier's or Beneficiary's location;

8.1.6 Events paid for by the Supplier or Beneficiary aligned with their business operations ;
and

- 8.2** The services should generally be of the type normally used by the NFVF's Officials and allowable under the applicable NFVF's expense account.

9. EXCLUSIONS

- 9.1** No officials or Members of the family of an Official shall solicit or accept from an actual or prospective Beneficiary or Supplier any compensation, advance loans (save for established financial institutions on the same basis as other clients), gifts, entertainment or other favours for which the employee would not normally be in a position to reciprocate under normal expense account procedures.

9.2 Under no circumstances should a gift or hospitality be accepted which would influence the employee's judgment. In particular, Officials must avoid any interest in or benefit from any Supplier that could reasonably cause them to favour that Supplier over others.

9.3 It is a violation of the Policy for any employee to solicit or encourage a supplier or Beneficiary to give any item or service to the employee regardless of its value, no matter how small. NFVF's suppliers will retain their confidence in the objectivity and integrity of NFVF only if each employee strictly observes this, Policy.

10. PROCEDURE FOR THE ACCEPTANCE AND RECEIPT OF GIFTS

10.1 All gifts and any hospitality given or received with a value equal to and in excess of R350 (three hundred and fifty rand only) (individually or cumulatively) must be disclosed by the NFVF and registered in the appropriate gifts and hospitality register unless specifically excluded in terms of this Policy. This also refers to gifts where the cumulative receipt is from a single source.

10.2 Disclosure by Employees - An employee must disclose the offer, acceptance or receipt of any gift to their line manager as soon as practicably possible and at least within 30 (thirty) working days from the day of receipt.

10.3 An employee may accept a gift without prior authorisation if the gift is valued at less than R350 and will complete a Gift Declaration Form and the gift shall be recorded in the departmental gift register.

10.4 If the gift (or number of gifts) is valued at R350 or more, the employee must obtain prior approval from the relevant Department Head or delegate to receive the gift. The employee must complete the Gift Declaration Form. If approved by Head of the Department or delegated authority the gift shall be registered in the departmental gift register.

10.4.1 If the employee receives feedback from the Head of Department that they are not allowed to accept the gift, the Company Secretary will then either return the gift or dispose of it in line with this policy. The Company Secretary must record the decision in the gift register.

10.4.2 The Company Secretary stores the gift in a safe place until feedback from the Head of the Department is received.

10.5 All employees should disclose all gifts received when completing their financial disclosures and attach a copy of the Gift Declaration Form.

- 10.6** Further to the above, an employee must also disclose any offer made by an external person, company, supplier, or contractor which, if accepted by the member of staff, would result in a conflict of interest.
- 10.7** Employees are not required to disclose gifts of a traditional or religious nature, provided that they would not result in a conflict of interest.
- 10.8** Each Head of Department will, on a monthly basis, submit their divisional list of gift and hospitality declarations to the office of the Company Secretary, which office is the custodian of the Gifts and Hospitality registry.

11. REGISTRATIONS

- 11.1** The Company Secretary will register the contents contained in the Gifts and Hospitality items obtained from the lists provided by the line managers on a monthly basis.
- 11.2** In the case where an official or member of the family of a person, receives an unsolicited gift prohibited by this policy, the Executive Authority of the NFVF shall exercise his/her discretion as follows:
- Whether the Official keeps the gift; or
 - The gift is for the benefit of the NFVF or any charitable institution that the management of the NFVF identifies or selects; or
 - Return it to the person offering the gift; or
 - In the case of a perishable gift, give it to a non-profit charitable organisation; or
 - Dispose of the Gift.

12. REGULAR REVIEW

This Policy shall be reviewed every three (3) years, and any changes thereto must be approved by the Council before coming into effect.

ANNEXURE A: GIFT DECLARATION FORM

Section A: DECLARATION OF GIFT (Employee to complete)	
Declaration date	
Full Names	
Employee number	
Position	
Unit	
Contact details	
DETAILS OF GIFT	
Date offered	
Description of Gift	
Estimated market value of gift	
Description of the source of the gift (name of individual/organisation making the offer)	
Description of the relationship between the giver and employee (Is the person or entity making the offer a client/contractor/supplier/potential supplier of the department (Y/N)? If yes, describe the relationship between the giver and the	

<p>Department. If no, describe the relationship between you and the person or organisation making the offer. (CONTEXT)</p>	
<p>Indicate the reason for giving the gift (e.g. I attended a meeting hosted by the organisation) (INTENTION)</p>	
<p>I received the gift YES / NO</p>	<p>Signature</p> <p>Date</p>
<p>I request permission to accept a gift with a value of more than R350, or permission to accept another gift that would increase the value of gifts received by myself for this financial year above R350.</p>	<p>Signature</p> <p>Date</p>