KARBI ANGLONG BAPTIST CONVENTION

GOVERNANCE POLICY MANUAL

GP-005

GIFTS & HOSPITALITY POLICY

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1. Purpose

The Karbi Anglong Baptist Convention (KABC) values relationships built on respect, generosity, hospitality, and mutual goodwill. Gifts and hospitality are also a normal part of social and cultural life and may appropriately express appreciation, friendship, or respect.

At the same time, gifts, hospitality, favours, or other benefits must never improperly influence decisions made on behalf of the Convention.

The purpose of this Policy is to provide clear guidance on the giving and receiving of gifts and hospitality so that all persons serving KABC act with integrity, fairness, transparency, and good judgement.

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2. Scope

This Policy applies to:

- Office Bearers;
- employees;
- members of the Executive Committee and Governing Body;
- members of Boards, Committees, Councils, Task Forces, and Working Groups;
- volunteers;
- consultants and other persons acting on behalf of KABC, where applicable.

The Policy applies whenever a gift, hospitality, favour, benefit, or other advantage is offered or received in connection with Convention responsibilities.

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3. Guiding Principles

The following principles shall guide the giving and receiving of gifts and hospitality:

3.1 Integrity

No gift or hospitality shall influence—or reasonably appear to influence—a decision made on behalf of KABC.

3.2 Transparency

Gifts or hospitality of significant value or circumstances that could raise questions should be disclosed.

3.3 Proportionality

Hospitality should be reasonable and appropriate to the occasion.

3.4 Independence

KABC's decisions shall not be influenced by personal benefits received by individuals.

3.5 Cultural Respect

This Policy recognizes customary and ceremonial practices of giving and receiving gifts, provided they do not compromise integrity or impartiality.

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4. Acceptable Gifts

Gifts of modest value may generally be accepted where they are:

- customary or ceremonial;
- given as a gesture of appreciation or goodwill;
- not intended to influence a decision;
- appropriate to the circumstances;
- unlikely to create an obligation to the giver.

Examples may include:

- locally produced items;
- books;
- commemorative items;
- plaques;
- traditional shawls or clothing;
- modest souvenirs;
- customary gifts presented during official visits or events.

Acceptance of such gifts should always be guided by good judgement.

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5. Gifts That Should Not Be Accepted

A gift should be declined where:

- it is offered in return for favourable treatment;
- it is intended to influence a decision;
- it is offered during a procurement, recruitment, contract, grant, or other competitive decision involving the giver;
- its value is excessive in the circumstances;
- accepting it could reasonably create an obligation;
- accepting it could damage confidence in the impartiality of the Convention;
- the gift is unlawful or otherwise inappropriate.

Where there is uncertainty, the recipient should seek guidance before accepting the gift.

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6. Cash and Cash Equivalents

Personal gifts of cash should not ordinarily be accepted where they arise from a person's official responsibilities within KABC.

Cash equivalents, such as vouchers or other readily convertible benefits, should be treated with similar caution.

This provision does not prevent:

- approved honoraria;
- reimbursements;
- allowances;
- payments properly due for authorized services;
- donations made to KABC through approved channels.

Such transactions shall be handled in accordance with the Finance Policy and Financial Procedures Manual.

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7. Hospitality

Reasonable hospitality may be accepted or offered where it supports legitimate organizational relationships or activities.

Examples may include:

- meals during meetings;
- refreshments;
- accommodation associated with official programmes;
- attendance at appropriate organizational events;
- customary hospitality during official visits.

Hospitality should not be excessive or frequent enough to create an obligation or influence decision-making.

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8. Travel and Accommodation Offered by Others

Travel, accommodation, registration fees, or similar support offered by another organization may be accepted where:

- the travel relates to legitimate Convention responsibilities;
- participation has been appropriately authorized;
- the support is transparent;
- accepting the support does not compromise the independence of KABC.

Expenses already paid by another organization shall not also be claimed from KABC.

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9. Procurement and Contracting

Particular care shall be exercised where gifts or hospitality are offered by:

- suppliers;
- contractors;
- consultants;
- bidders;

- potential service providers;
- organizations seeking financial or other decisions from KABC.

Persons involved in procurement or contracting decisions should not accept gifts or hospitality that could affect, or reasonably appear to affect, their impartiality.

A gift offered during an active procurement or contracting process should ordinarily be declined.

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10. Recruitment and Employment Decisions

Persons involved in recruitment, appointment, promotion, or other employment decisions shall not accept gifts, favours, or benefits from candidates or persons acting on their behalf where such gifts could influence or appear to influence the decision.

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11. Gifts Received on Behalf of KABC

Some gifts may be presented to an Office Bearer or employee because that person represents KABC rather than as a personal gift.

Such gifts should be regarded as gifts to the Convention where appropriate.

Examples may include:

- institutional awards;
- commemorative objects;
- significant ceremonial gifts;
- equipment;
- valuable items presented during official engagements.

Such items should be appropriately recorded and retained or used for Convention purposes.

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12. Giving Gifts on Behalf of KABC

KABC may give appropriate gifts or tokens of appreciation for legitimate organizational purposes, including:

- recognition;
- official visits;
- partnerships;
- commemorative occasions;
- expressions of appreciation.

Such expenditure shall be reasonable, authorized, properly documented, and consistent with the Finance Policy.

Convention resources shall not be used to provide inappropriate personal benefits.

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13. Disclosure

A person should disclose a gift or hospitality where:

- its value is significant;
- the circumstances could reasonably raise questions;
- the giver has or may have business before KABC;
- repeated gifts or hospitality are received from the same source;
- there is uncertainty about whether acceptance is appropriate.

Disclosure should be made promptly to the appropriate supervisor, Office Bearer, or designated authority.

Where necessary, the Convention may decide that a gift should:

- be returned;
- be retained by KABC;
- be shared for organizational use;
- be donated for an appropriate purpose;
- otherwise be dealt with transparently.

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14. Gifts & Hospitality Register

KABC may maintain a **Gifts & Hospitality Register** for gifts or hospitality that require disclosure.

The Register may record:

- date;
- name of recipient;
- giver or organization;
- description of gift or hospitality;
- approximate value, where reasonably known;
- circumstances;
- action taken.

Routine refreshments and ordinary modest hospitality do not need to be recorded unless circumstances make disclosure appropriate.

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15. Declining a Gift

Where a gift should not be accepted, it should be declined respectfully.

Where cultural circumstances make immediate refusal difficult or potentially disrespectful, the gift may be received on behalf of KABC and subsequently disclosed and dealt with appropriately.

This allows KABC to respect cultural practices without compromising organizational integrity.

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16. Responsibilities

Every person covered by this Policy is responsible for:

- exercising good judgement;
- avoiding gifts or hospitality that could compromise impartiality;
- making appropriate disclosures;
- seeking guidance where uncertain;

- complying with the Conflict of Interest Policy and Finance Policy.

Leaders are responsible for promoting consistent and fair application of this Policy.

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17. Breach of this Policy

Failure to comply with this Policy may result in appropriate administrative or disciplinary action.

Serious matters involving suspected bribery, corruption, fraud, or other misconduct may also be dealt with under the Ethical Concerns Reporting Policy and referred to the appropriate authority where required.

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18. Related Documents

This Policy should be read together with:

- Constitution of the Karbi Anglong Baptist Convention;
- GP-001 Code of Conduct;
- GP-002 Conflict of Interest Policy;
- GP-003 Ethical Concerns Reporting Policy;
- Finance Policy;
- Financial Procedures Manual;
- Procurement Procedures;
- HR-001 — Human Resources Policy.

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19. Review and Amendment

This Policy shall be reviewed periodically and may be amended by the Executive Committee of the Karbi Anglong Baptist Convention.

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20. Approval

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Schedule A — Gifts & Hospitality Declaration

Where disclosure is required, the following information should be recorded:

Name: ______________________________

Position/Role: _______________________

Date received/offered: _______________

Gift/Hospitality offered by: ___________

Organization, if applicable: ___________

Description: _________________________

Approximate value, if known: __________

Purpose/Circumstances: _______________

Action taken:

☐ Accepted personally
☐ Accepted on behalf of KABC
☐ Declined/returned
☐ Retained by KABC
☐ Other: ______________________________

Declared to: _________________________

Signature: ___________________________

Date: _______________________________