



GIFT POLICY

Reference

- Government of Pitcairn Islands Guide to Visiting Vessels.
- Pitcairn Islands Council Employment Guidance Document - Code of Conduct, Disciplinary Procedures.
- Government of Pitcairn Islands Employment Contract.
- Government of Pitcairn Islands Gift Register.
- Pitcairn Islands Council Gift Policy Acknowledgment Form.

Definition of Gifts include (but are not limited to)

- Food items such as chocolates, perishable and non-perishable goods.
- Drinks including alcoholic and non-alcoholic items.
- Non-Corporate branded items such as alcohol, cigars, bedding.
- Corporate branded items such as umbrellas, travel bags, toiletries, t-shirts, plaques.
- Any item whatsoever gifted to a person who is acting in an official capacity.

Purpose

This document is for all people on Pitcairn who have the ability to work in an official capacity. It applies to all elected members of the Island Council, all GPI employees, all GPI Contracted Staff and the Island Magistrate. It provides guidance for those who, in the course of their work, or by reason of their position, may receive gifts.

This Policy reinforces our collective adherence to the highest ethical standards of conduct in the Island Council's and the GPI's daily business activities.

Principles

Elected members of the Island Council, GPI employees, GPI Contracted Staff and the Island Magistrate all have a part to play in upholding the integrity of their respective roles, and must not be influenced (or create the perception of being influenced) when performing their duties.

Electronic Gift Register

In the interests of transparency and accountability, all gifts must be formally recorded in the Island Council Gifts Register. The Island Secretary is responsible for recording all gift transactions and for storing all gifts received.

What to do if you are offered a gift whilst representing Pitcairn in any official capacity

If you are offered a gift whilst representing Pitcairn in any official capacity, you should carry out the following actions:

- i) If the gift is cash, you should refuse it and record your refusal with the Island Secretary.

Otherwise;

- ii) If the gift is for immediate consumption, e.g. a meal or drink to be consumed on a cruise ship, you may consume the gift and do not need to record it;
- iii) If the donor's background or their relationship with your official position could raise questions of impropriety, e.g. a businessman seeking a contract which relates to your official position, then you should refuse it and record your refusal with the Island Secretary;
- iv) If you can refuse the gift without offending or embarrassing the donor, you should refuse it and record your refusal with the Island Secretary;

Otherwise, you should accept the gift on behalf of Pitcairn and record it with the Island Secretary.



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If you would like to keep the gift:

a) If the total as-new value of gifts you want to keep from a single event (e.g. from a single cruise ship visit) is under NZD\$5 you may keep the gift(s).

b) If the total as-new value of gifts you want to keep from a single event is above NZD\$5 you may keep the gift(s) if you pay the difference between the as-new value and NZD\$5. Money paid in this way will go to the public dinner fund.

Note: The recipient of the gift will need to show the as-new value of the gift by such methods as providing an internet link to the cost of the item in the cruise ship's shop, or providing an internet link to the cost of buying the item in New Zealand and shipping it to Pitcairn. The Administrator will be the final arbiter of the as-new value of a gift.

If you do not wish to keep the gift, it will be used for the benefit of the community, e.g.

a) Decorative items such as plaques will be publicly mounted in a suitable locations such as the town hall.

b) Books intended for the school will go to the school.

c) Items with no clear community use will be auctioned every 4 months. Proceeds will go to the public dinner fund.

Policy Breaches

Breaching this Policy will lead to disciplinary action as set out in the GPI Employment Guidance Document under the sections of Code of Conduct and Disciplinary Procedures, or under the appropriate disciplinary policies for those employed by other bodies.

Any employee with knowledge or suspicion of breaches of this Policy must report his/her concerns to the Mayor, appropriate Divisional Manager or the Administrator and the matter will be investigated.



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NB. ALL CASH GIFTS MUST BE REFUSED AND RECORDED.

