

# KDO Gifts and Hospitality Policy

**KHAGARAH DEVELOPMENT ORGANIZATION  
(KDO)**

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# KHAGARAH Development Organization (KDO)

## 1. Purpose of the Policy

The purpose of this policy is to provide clear guidelines for the giving and receiving of gifts and hospitality by employees, board members, contractors, and partners of KHAGARAH Development Organization (KDO). This policy is designed to ensure that all actions are carried out with the utmost integrity, transparency, and accountability. It aims to protect KDO from any perception of undue influence or conflicts of interest in its dealings with stakeholders, including donors, partners, government officials, suppliers, and beneficiaries.

## 2. Scope of the Policy

This policy applies to all KDO employees, contractors, consultants, board members, volunteers, and any external partners representing the organization in an official capacity. It covers the acceptance and offering of gifts, hospitality (e.g., meals, accommodation, travel), and other forms of entertainment in relation to KDO's activities.

## 3. General Principles

**Transparency:** All gifts and hospitality, whether given or received, must be disclosed and accurately recorded. This ensures that KDO's operations are free from the appearance of impropriety or undue influence.

**Fairness:** Gifts or hospitality should never be offered or accepted in exchange for favorable treatment, decision-making, or any action that might compromise KDO's impartiality.

**Reasonableness:** The value of any gift or hospitality should be appropriate and modest, avoiding any perception that it could influence a decision or relationship.

**Avoidance of Conflicts of Interest:** Gifts and hospitality must not create conflicts of interest or the appearance of conflicts in professional relationships or decision-making.

## 4. Accepting Gifts

Employees, Board members, and partners must use judgment and caution when accepting gifts from stakeholders such as donors, government representatives, contractors, suppliers, or beneficiaries. The following guidelines apply:

**Monetary Value:** Gifts valued above PKR 5,000 must be reported to the employee's supervisor and reviewed by the Ethics Committee before acceptance.

**Type of Gift:** Only non-cash gifts (e.g., books, stationery, promotional items) are acceptable. Cash gifts or items that can be easily converted to cash (e.g., gift vouchers) are prohibited.

**Approval Process:** Gifts exceeding PKR 5,000 in value must be disclosed to the supervisor, and approval must be sought before acceptance. The gift's nature, value, and the context in which it was offered should be included in the disclosure.

**Special Considerations:** If a gift is received from an individual or organization that has a direct relationship with KDO's projects or operations (e.g., contractors, partners), it should be carefully evaluated to prevent any perception of a conflict of interest.

## 5. Offering Gifts

KDO acknowledges the importance of building and maintaining positive relationships with stakeholders, and offering modest gifts can be a part of this. However, it is important that these gifts align with KDO's values and objectives. The following guidelines apply:

**Monetary Value:** The value of any gift offered should not exceed PKR 5,000. The gifts should be symbolic and not extravagant.

**Occasions for Offering Gifts:** Gifts may be offered on the following occasions:

Celebrating important milestones or partnerships.

Recognizing significant contributions or achievements by a partner or stakeholder.

Participating in cultural or public events, festivals, or holidays.

**Approval Process:** Gifts above PKR 5,000 in value must be reviewed and approved by the supervisor, project manager, or the Ethics Committee. Details of the gift, including the recipient, purpose, and value, must be documented.

## 6. Hospitality

Hospitality includes meals, drinks, travel, accommodation, and entertainment provided or received in the context of business meetings, conferences, or partnerships. The following guidelines should be followed:

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# KHAGARAH Development Organization (KDO)

Business Context: Hospitality may be accepted only when it is directly related to business events, such as conferences, workshops, or meetings with stakeholders.

## 7. Reasonable Value

Hospitality should be modest, with meals and entertainment kept within reasonable limits.

Approval Process: Any offer of hospitality involving meals, travel, or accommodation exceeding PKR 10,000 per individual must be reported and approved by the relevant supervisor or the Ethics Committee prior to acceptance.

## 8. Reporting and Record-Keeping

Gifts and Hospitality Register: A centralized register will be maintained to record all gifts and hospitality received or given. This register will include details such as the date, name of the donor/recipient, value, description, and the context of the gift or hospitality.

Annual Declaration: All employees, board members, and partners are required to submit an annual declaration of any gifts or hospitality received or offered that exceed PKR 5,000 during the year.

## 9. Conflicts of Interest

Employees and partners should avoid any situation where the giving or receiving of gifts or hospitality could be perceived as a conflict of interest. If there is any doubt about whether a gift or hospitality is appropriate, employees should seek advice from their supervisor or the Ethics Committee.

## 10. Disciplinary Actions

Non-compliance with this policy may lead to disciplinary action, which could include:

- A formal warning or reprimand.
- Suspension from duties.
- Termination of employment or partnership, in cases of serious violation.

## 11. Policy Review

This policy will be reviewed annually to ensure it remains in line with KDO's operational needs, ethical standards, and legal requirements. Any revisions to the policy will be communicated to all staff, board members, and partners.

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