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Gifts Policy & Documentation

TrustAfrica’s Conflict of Interest Policies stipulate that:

“Except for gifts of nominal value or meals and social invitations that are in keeping with good business ethics and do not obligate the recipient, TrustAfrica employees or their immediate family members may not accept commissions, gifts, payments, entertainment, services, loans, or promises of future benefits from any person or entity relating to his or her TrustAfrica assignment.”

In line with this requirement, staff members who receive any unsolicited gift (as defined above) must declare and submit the gift to the Administrative Assistant, who will document the gift (on the form below) for review by the Executive Director:

Description	Submitted	Source	Date	Comments