



P.O. Box 3613, Pietermaritzburg, 3200  
Treasury House, 145 Chief Albert Luthuli Street, Pietermaritzburg, 3200  
Tel: 033 897 4474  
Directorate: Office of the HOD  
Website: [www.kzntreasury.gov.za](http://www.kzntreasury.gov.za)

**ORGANISATIONAL RISK AND INTEGRITY MANAGEMENT SERVICES CIRCULAR 02 OF 2023**

**TO: DEPUTY DIRECTOR GENERALS, CHIEF DIRECTORS, DIRECTORS, ALL EMPLOYEES OF KZN PROVINCIAL TREASURY AND SERVICE PROVIDERS.**

**SUBJECT: PROHIBITION OF ACCEPTANCE OF GIFTS BY KZN PROVINCIAL TREASURY EMPLOYEES FROM SERVICE PROVIDERS.**

The purpose of this circular, read in conjunction with the KZN Provincial Treasury policy for managing gifts, enabling legislations, code of conduct and guidelines on managing gifts in the Public Service, has been developed to:

No.	PURPOSE
1.	Assist employees of KwaZulu-Natal Provincial Treasury (KZNPT) in adhering to the basic values and principles governing public administration as enshrined in the Constitution of the Republic of South Africa, Public Service Regulations, 2016, Code of Conduct, policy for managing gifts in the department; and
2.	Advise the KZNPT's service providers that employees are not permitted to receive and accept gifts from service providers.

KZNPT commits to ensuring that its employees uphold the highest standards of ethical behaviour and that they maintain professionalism and integrity when interacting with the various stakeholders.

The department recognises that in executing its mandate and service delivery obligations the employees may be offered gifts as a means of appreciation or cultural diplomacy. It is the objective of the KZNPT that its employees conduct themselves in a manner premised on principles of service excellence, professionalism, integrity, respect and transparency to avoid any impropriety in the acceptance of gifts and any perceived, potential and actual conflict of interest.

In light of the above, the department brings to the attention of all employees and its service providers that employees of the Department are prohibited from receiving and accepting any gifts from the service providers (current and former). Service Providers are requested not to offer gifts to employees of the department.

Deputy Director Generals, Chief Directors, Directors and all employees of the Department are required to bring the contents of this circular to the attention of all service providers.

This circular will be effective from the date of the approval by the Head of Department.



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EMPLOYEES FROM SERVICE PROVIDERS.**

Any enquiries in respect of this circular must be directed to: Mrs. Kudzai Musasiwa on 033 897 4474 or [Kudzai.Musasiwa@kzntreasury.gov.za](mailto:Kudzai.Musasiwa@kzntreasury.gov.za) and/ or Ms. Hlengiwe Sibisi on 033 897 4385 or [Hlengiwe.Sibisi@kzntreasury.gov.za](mailto:Hlengiwe.Sibisi@kzntreasury.gov.za).

**MS. C.L. COETZEE**  
**KZN PROVINCIAL TREASURY**  
**HEAD OF DEPARTMENT**

**DATE:** 29/09/2023