



NIGERIAN INSTITUTE OF MEDICAL RESEARCH

Research for National Health

NIMR GIFT POLICY

NIMRNIGERIA



NIMR

THE FOREMOST RESEARCH INSTITUTE IN NIGERIA

NIMR GIFT POLICY

PURPOSE

To establish a uniform policy relating to the acceptance of gifts or rewards.

SCOPE/APPLICATION

This policy applies to all staff of the Nigerian Institute of Medical Research

DEFINITIONS

Staff include all permanent, project, and volunteers.

Business with the Institute means that:

- i) within 12 months of offering a gift, the giver has or will submit a bid or proposal to the Institute to perform services or provide supplies or equipment
- ii) has or will submit an application for employment, training or contract of any kind.

“Gift” means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel, entertainment and food are gifts.

“Gift” does not include

- i) Any discount or rebate made in the regular course of business and offered to the general public without regard to the individual's connection with the Institute.

- ii) Inheritance
- iii) Plaques or trophies and
- iv) Campaign contributions.

POLICY

- No staff of the Institute may accept any gift in connection with their service to the Institute.
- No staff of the Institute may accept any gift from those who have, or are likely to have business with the Institute. In determining whether someone is likely to have business with the Institute, staff are encouraged to err on the side of caution.
- Staff shall not confer on himself any undue advantage or collect gratification, either from individuals, groups, contractors/clients and other agencies who might want to show appreciation for patronage, such could be used to influence judgement.

EXCEPTIONS

- i) Staff of the Institute may accept edible gifts of nominal value that are shared with a wide range of colleagues in the Institute.
- ii) Handmade items from children under the age of 16 may be accepted.
- iii) Where acceptance of such an offer can be clearly shown to be in the interest of the Department/Office and has been approved by the manager of the civil servant.

- iv) You may accept a gift given under circumstances that make it clear that the gift is motivated by a family relationship or personal friendship rather than your official position.

This Policy does not affect the authority of the Institute to accept gifts such as donations or bequests in furtherance of its governmental purposes.

PROCEDURES

- i) The Institute and its Staff, will take time to publicize this policy to the public, vendors and others
- ii) Upon being offered or receiving a gift prohibited by this policy, an Individual must notify the gift giver of this policy and graciously decline or return the gift.
- iii) If the gift is anonymous. The recipient must deliver the gift to the Director-General, who will convey it to a charitable organization.

NOTES

Compliance with this policy does not excuse compliance with the political Reform Act's requirements relating to gifts



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