

## REGULATORY AND SUPERVISORY BUREAU FOR THE ELECTRICITY AND WATER SECTORS

### POLICY ON GIFTS AND HOSPITALITY

## Version History

Issue no.	Modification	Implemented by	Date
0.1	First draft	G. Sims	13-08-2014
1.0	First Release	G. Sims	22-10-2014

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## 1. POLICY

It is imperative that the RSB demonstrates high standards of probity in its dealing with licensees and other stakeholders in Dubai's energy sector. A clear policy on gifts and hospitality is an essential element in satisfying stakeholders that the RSB will discharge its responsibilities in an impartial manner.

This Policy on Gifts and Hospitality is established to provide controls regarding acceptance of gifts and hospitality by RSB staff and board members.

The RSB's policy is that neither staff nor board members should receive gifts or hospitality that could be seen as influencing the RSB's dealings with the donor. This policy is also aligned with the Government of Dubai Human Resources Management Law No.(27) of 2006 (as amended) (the HR Law), specifically Article 11 which deals with gifts and bribes.

The Executive Director is responsible for the overall implementation of this policy, processes, and prescribed controls.

On an annual basis, the Executive Director will review this policy, revise (if necessary), and submit any material changes in the policy to the Board for review and approval.

Given that this policy relates to the interaction between the RSB and external stakeholders, it is to be published on the RSB's website.

## 2. APPLICATION

### 2.1. GIFTS

The HR Law establishes clear rules regarding the acceptance of gifts: *"It is strictly forbidden for an Employee to accept any material gifts unless the gift is for advertising or promotional purposes and bears the logo and name of the presenting party."*

For the purposes of complying with the HR Law, staff and board members shall observe the requirements in the table below when offered a gift in their capacity as a representative of the RSB.

1. Gift is for advertising or promotional purposes and bears the logo and name of the presenting party	Can be accepted and must be recorded in Gifts and Hospitality Register
2. Other gifts not in Category 1.	Acceptance of gift shall be discussed with the Executive Director and, if approved, shall be recorded in the Gifts & Hospitality Register

## 2.2. HOSPITALITY

Staff should be especially careful when accepting hospitality from: licensees, potential licensees, other entities involved in sectors subject to the RSB's regulation, and actual or potential suppliers of goods and services to the RSB. Even where hospitality is of a business nature, such as attendance at a conference, seminar, business meal, etc. the extent of hospitality should also be taken into account, whether, for example, travel and accommodation expenses are included. In the event of any uncertainty as to whether an offer of hospitality can be accepted, the Executive Director or Chairman should be consulted.

Hospitality from the following types of organisations is less likely to give rise to a perceived or actual conflict of interest: government entities, NGOs, universities or research bodies, professional bodies.

All hospitality shall be recorded in the Gifts and Hospitality Register.