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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, and Chief Education Specialists

Short summary: *Policy on the acceptance of gifts by office-based public service and educator officials of the Western Cape Education Department, 2024.*

Subject: Policy on the acceptance of gifts by office-based public service and educator officials of the Western Cape Education Department (WCED)

1. The *Policy on the Acceptance of Gifts by Office-Based Public Service and Educator Officials of the Western Cape Education Department* has been updated. This policy provides guidelines on the acceptance of gifts which is applicable to all office-based officials of the WCED.
2. A copy of the policy is attached, together with the following annexures:
 - (a) Frequently Asked Questions (Annexure A);
 - (b) Gift Register (Annexure B);
 - (c) Form for the Declaration of Gifts valued at no more than R500.00 (Annexure C1);
 - (d) Form for the Declaration of Gifts valued at more than R500.00 (Annexure C2); and
 - (e) Record of Declaration of Gift Forms (Annexure D).
3. Directors are kindly requested to bring the content of this circular and the attached policy to the attention of all office-based officials.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2024-08-14