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PROVISION OF GOODS OR SERVICES

Section	Finance		
Approval Date	16.02.2016	Approved by	Executive Team
Next Review	15.02.2024	Responsibility	Executive Director - Finance, Compliance & Business Intelligence
This review	04.02.2020	Key Evaluation Question	6

PURPOSE

NMIT is a publicly funded organisation. The purpose of this policy is to ensure that NMIT staff members do not engage in activities that may result in the actual or perceived misuse of public funds for private benefit.

SCOPE

This policy applies to the provision of goods or services by any NMIT staff member or contractor in the course of their employment to any other NMIT staff member or related party as a private individual.

It applies to staff using NMIT assets or facilities for any personal gain.

It also applies to staff personally benefiting from trade discounts which are reserved for use by NMIT ONLY.

It does not apply to enrolment by NMIT staff members or related parties in educational courses offered to the public.

DEFINITIONS

Related Party	A staff member's partner or any member of the staff member's whanau or family.
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POLICY

- An NMIT staff member may not, in the course of their employment, undertake work for, or supply goods or services to, another NMIT staff member (or related party) for their private benefit, without the prior written approval of the Chief Executive.
- Any NMIT staff member who receives a request to undertake work for, or supply goods or services to, another NMIT staff member (or any related party) for their private benefit must inform the Chief Executive or Delegated Authority within the Executive Team.
- The Chief Executive may, in exceptional circumstances and at their discretion, approve the request provided that:
 - i. The work undertaken, or goods or service supplied, is provided on an arm's length basis, on terms and conditions that are no more favourable than would be offered to a member of the public; and

- ii. A written contract is entered into where considered relevant to the work being undertaken or the goods and services supplied; and
 - iii. All applicable legislative requirements are met, including safety, health and wellbeing requirements, and local authority regulations.
- NMIT staff are not permitted to use trade discounts that are reserved for NMIT as an organization. They may use the discounts advertised as available to staff. These cannot be used if the staff member intends to on-sell the item for profit.
 - NMIT staff are not permitted to use NMIT premises, goods or equipment for their own business or personal profit without written prior approval from the Chief Executive or Delegated Authority within the Executive Team.