

	Policy No.: <p style="text-align: center;">4</p>	Approval Date: May 4, 2011 Created: April 4, 2011 Last Reviewed:
Title: <p style="text-align: center;">Gifts, Hospitality and Other Benefits Policy</p>		
Background & Purposes: AAPS staff, Board, Committee, and volunteers are to be mindful of the potential for unmanageable conflict of interest or misuse of power when deciding whether or not to receive gifts or to engage in gift-giving in relation to any aspect of their professional role in AAPS.		

Acceptance by an AAPS staff / Board / Committee / volunteer member of offers of incidental gifts, hospitality or other benefits (1) arising out of activities associated with the performance of his/her duties and responsibilities of AAPS, or (2) not arising out of activities associated with the performance of his/her duties and responsibilities at AAPS but that are offered by persons, groups or organizations having dealings with AAPS or with UBC, is permitted only if such gifts, hospitality or other benefits:

- A.
 - i) Are of a nominal value and within the bounds of propriety, or a normal expression of courtesy, or within the normal standards of hospitality, or offered generally to the public as part of a promotional plan;
 - ii) Would not be perceived to compromise the objectivity and impartiality of AAPS employees and volunteers;
 - iii) Would not compromise the integrity of AAPS; and
 - iv) Would not influence the employees and volunteers of AAPS in his/her judgment or performance of his/her duties and responsibilities at AAPS.

Or

- B. Are authorized by the Executive Director.

In addition, the solicitation of any such gifts, hospitality or other benefits is not permitted.

Prohibited gifts and benefits include, and are not limited to: cash, goods or services, work performed gratuitously, preferred treatment of any kind in a business enterprise, and loans of money, material or equipment on a preferential basis.

Acceptance by an AAPS staff / Board / Committee / volunteer member of hospitality in the form of receptions, business luncheons or dinners for the purpose of broadening business contacts or facilitating the discussion of matters of importance to AAPS is not prohibited, where such hospitality is clearly within the bounds of propriety and not liable to cast doubt on the AAPS staff / Board / Committee / volunteer member's objectivity.

Where an AAPS staff / Board / Committee / volunteer member is unsure about the acceptance of the gift or benefit, he/she is to defer to the Executive Director for advice and approval.

Where it is not possible to decline unauthorized gifts, hospitality or other benefits, or where such action is likely to be construed as discourteous, the AAPS staff / Board / Committee / volunteer member shall immediately report the matter to the AAPS President and/or Executive Director, as it applies. The AAPS President and/or Executive Director may require that a gift of this nature be retained by AAPS or be disposed of for charitable purposes.