Transforming lives, together.

GIVING GIFTS POLICY

PURPOSE:

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to program participants, IYF staff, volunteers, interns, board members, funders, partners, IYF consultants and community-based organization staff.

SCOPE:

This policy applies to all IYF staff, interns, program participants, participants' family members, volunteers, board members, funders, IYF subaward partners, community-based organization staff, IYF consultants and contractors.

DEFINITIONS:

Gifts are defined as something given voluntarily without payment in return, as to show favor toward someone, honor an occasion, or make a gesture of assistance; Gifts are different from incentives, IYF swag, compensation, and programmatic materials.

Program participants are defined as those enrolled in an IYF program or initiative. Additional involved parties are those covered under the purpose and scope of this policy.

In this policy, **children**, are defined as those under the age of 18, regardless of the local age of consent, and **young people**, those who are between the ages of 18 and 29.

GIVING GIFTS

1. No IYF staff member may provide a gift, favor, loan, promise of future employment, or any other thing that may be considered quid pro quo (refers to an arrangement where one party provides a benefit in exchange for a corresponding benefit from another party) of the program participant, community-based staff member, volunteer, or associates.

2. Incentives that can be earned by program beneficiaries as part of program-related activities are not included in the above restriction.

RECEIVING GIFTS

1. Any IYF staff, interns, volunteers, board members, funders, IYF subaward partners, community-based organization staff, IYF consultants, contractors, and other IYF members' immediate family shall not accept or solicit, even indirectly, gifts, loans, "kickbacks," special privileges, services, or other benefits of unusual hospitality.

Exceptions:

- Unsolicited promotional materials of a general advertising of nominal monetary value, such as imprinted pencils, calendars, and memo pads. Donor regulations supersede this exception, if they are more restrictive.
- Perishable items such as candy or flowers. Meals/entertainment in the normal course of institute business may be accepted as a matter of courtesy, provided that the value doesn't exceed US $25.00
- Invitations for special events such as fundraisers, sporting events, or where business may be conducted may be accepted, provided that attendance is in the best interest of IYF. Such invitations must be reported to the IYF supervisor and business development teams for awareness.

2. Gifts that would influence or appear to influence a staff, volunteer, board member, funder, IYF subaward partner, community-based organization staff, IYF consultant, contractors, in the conduct of their duties or responsibilities must be declined.

POLICY CHANGES:

IYF reserves the right to change this policy at any time without notice. Nothing in this Policy is intended or should be construed as an agreement or contract between an employee or volunteer and IYF.

EFFECTIVE DATE OF POLICY:

This policy shall be effective as of October 30th, 2024 and is subject to amendment by the IYF at any time.

RELATED POLICIES:

Conflict of Interest
Receiving Gifts

Date	Action
June 2024	Policy created by Safeguarding Steering Committee
October 30th, 2024	Policy Implemented