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IIW gift policy

Release notes:

New template (simplified)

PREPARATION	VERIFICATION	APPROVAL
Luca COSTA	WG-Governance	Board of Directors

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1 Introduction

The IIW recognizes that giving and receiving gifts can be a means to show appreciation and gratitude and can generate goodwill in business settings. As an international association, the IIW recognizes that gift-giving practices vary from region to region. Even well-intentioned business gifts can be improper and treated by laws as illegal bribes, kickbacks or facilitation payments.

2 Individual gifts

To avoid the appearance of impropriety, IIW representatives are not allowed to give or accept business gifts where the gift creates any obligation or the appearance of an obligation to do business, provide a competitive advantage or show technical favouritism. IIW representatives include:

- Members of the secretariat or employees seconded to the IIW,
- IIW Board Members or
- other IIW leaders appointed by the IIW Board of Directors, IIW General Assembly, IIW TMB or IAB,

Under certain circumstances, business gifts can be given and/or received when the gift is customary and infrequent, or of a low nominal value (<70€). All other business gifts given or received should be disclosed to the IIW CEO and/or IIW President prior to giving the gift or within a reasonable time after receiving a gift. Business gifts sent to IIW representatives based on their role in the IIW should be shared among appropriate staff, if possible (for example, food or beverages).

Gifts should never be given or accepted if they consist of cash or a cash equivalent or if the gift is prohibited by law. Consult the IIW CEO before giving or receiving a gift of any type, regardless of size, to or from a government official or a representative of a government official.

3 Association gifts

As an association, the IIW does not give or accept business gifts where the gift creates any obligation or the appearance of an obligation to do business, provide a competitive advantage or show technical favouritism.

4 Exclusions

IIW awards and prizes sanctioned by the IIW Board of Directors and given as part of the overall IIW awards programme are outside the scope of this gift policy.

It also does not include customary activities such as business meals or samples distributed at events. The value and frequency should be reasonable and reflect the scope of the relationship of the parties.