

**5.0 BOARD SELF GOVERNANCE****5.15 PERSONAL GIFTS****INTENT:**

**LICA Board and committee members, contracted staff and employees may from time to time receive personal gifts from individuals, organizations, or companies. As a not-for-profit synergy association with membership from the community, governments, and industry, LICA's intention is to prevent the perception that LICA endorses specific companies or organizations.**

**5.15.1 GUIDELINES:**

- 5.15.1.1** In many instances and cultures, the giving and receiving of gifts is expected behaviour in a business relationship.
- 5.15.1.2** Board directors, committee members, contracted staff, and employees providing or receiving third-party gifts and/or entertainment in their LICA capacities are expected to incorporate consistent ethical standards that reflect the commitment to secure and maintain a high degree of public trust.
- 5.15.1.3** Individuals are expected to act with integrity, common sense, courtesy, and good judgment in each case, and to recognize that acceptance of personal gifts from those doing or seeking to do business with LICA can give rise to legitimate concerns about favouritism or influence.
- 5.15.1.4** The nature of the gift/entertainment, its purpose, its value, its appearance, its appropriateness in a business context, applicable laws and social norms, and the expectation of reciprocity shall be taken into account.
- 5.15.1.5** Under Common Law, members of a not-for-profit organization may not personally benefit from their association with it. No law explicitly prevents members from accepting gifts from donors—as long as they don't actively solicit the gift. Thus, it is acceptable for LICA Board and committee members, contracted staff, and employees to accept reasonable personal gifts as a way of fostering positive relationships with organizations and individuals working with LICA.

**5.15.2 IMPLEMENTATION:**

- 5.15.2.1** Hats, mugs, pens, and other such items received as individual gifts or given to the public at open houses, trade shows, etc. may be freely accepted and worn or used. Good judgment should be used about the wear/use of such items while acting as a LICA Board or committee member, contracted staff, or employee.

**5.15.2.2** Personal gifts with a value greater than \$50 received as a result of LICA involvement should be reported to the LICA office, and a record kept of such gifts. Smaller gifts totalling more than \$100 from a single source within the calendar year must also be reported. This includes gifts to a spouse or immediate family member living with the individual.

**5.15.2.3** A gift of excessive value may be returned to the giver, given to charity, or partially or wholly paid for at fair market value.

**5.15.2.4** Items which are not considered gifts include:

- Opportunities, benefits and services available to the general public on the same terms
- Anything for which the recipient paid market value
- Travel expenses for a meeting to discuss LICA business
- A gift from a relative of the recipient unless the gift was provided because of the LICA involvement of the individual and not because of the relationship
- Informational materials such as books, pamphlets, calendars, or periodicals
- Anything provided on the basis of personal friendship
- Food or drink that does not exceed \$50 per person per calendar day; provided that the food or drinks are either catered, or consumed on the premises from which they were purchased or prepared, and are reasonable for the conduct of LICA business
- Food, drink, lodging, transportation, or other benefits related to LICA business, if the benefits are customarily provided to others in similar circumstances, and not offered or enhanced because of the individual's association with LICA

**5.15.2.5** If a person has a question about the propriety of a gift, disclosure should be made to the Board.

**5.15.2.6** Passes, tickets, meals, events, accommodation, etc. shall be valued at their fair market value.

**5.15.2.7** Individuals who have accepted gifts with a value of \$100 or more in the calendar year from a single source shall not be eligible to participate in LICA decisions regarding that entity.