

# US Olympic and Paralympic Committee Policy



**Policy Name:** Gifts and Entertainment Policy

**Publication Date:** 12/7/2023

**Policy Owner:** Chief Ethics and Compliance Officer

**Applies to:** All USOPC Board Members, Committee Members, Task Force Members, Hearing Panel Members, USOPC Staff, and Select Volunteers

**Purpose:** To support and maintain a culture of ethical conduct by outlining rules for accepting and offering gifts and invitations to events.

**Policy Statement:** As leaders in the Olympic and Paralympic Movement, the United States Olympic & Paralympic Committee (USOPC) has an opportunity to set examples for others within the Movement by ensuring our acceptance of gifts and invitations to events, and gift giving are appropriate and do not create the appearance of impropriety. For purposes of this policy, the term “Covered Individual” includes all USOPC Team Members,<sup>1</sup> board members, officers, committee members, task force members, hearing panel members, and other volunteers with substantial-decision making authority.<sup>2</sup>

This policy should not be considered as an encouragement to make, solicit, or receive any type of gift or invitation to an event. Indeed, Covered Individuals may not, under any circumstances, actively solicit any type of gift or form of entertainment. Further, the USOPC will not under any circumstances permit or authorize the receipt of any business gifts or participation in entertainment that might be considered lavish, inappropriate, or illegal. **The only permitted gifts or entertainment are those outlined in this policy or in the [Delegation Events Gift Policy](#), and you must ask for an exception to accept or offer any gifts or entertainment that exceed the limits outlined in this policy.** For rules regarding accepting or giving gifts or entertainment during Delegation Events, please refer to the [Delegation Events Gift Policy](#).

Covered Individuals with questions or concerns about giving or receiving a gift or an invitation to an event can reach out to the Chief Ethics & Compliance Officer or the Ethics Director.

## 1. Definitions

- A. A “Current Business Partner” is an individual or an organization the USOPC conducts business with, including commercial sponsors such as Delta and Nike. Note that although NGBs are business partners, they are treated separately for purposes of this policy.
- B. A “Prospective Business Partner” is an individual or an organization that seeks to do business with the USOPC. Prospective Business Partners include individuals or organizations that submit responses to USOPC bid requests or that may seek out a USOPC Team Member to pitch a business relationship. Similarly, a Prospective Business Partner may be an individual or organization the USOPC reaches out to to discuss potential business opportunities.

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<sup>1</sup> USOPC Team Members include employees and temporary employees engaged through a staffing service.

<sup>2</sup> Substantial decision-making authority means decisions that may have an impact on decisions that may have an organization-wide effect or that may significantly impact athletes.

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- C. The term “value” and dollar limits as they relate to gifts and entertainment mean retail value or fair market value.

## 2. Disclosures and Approvals

Covered Individuals are not required to submit a disclosure for gifts less than the values outlined in this policy. For any gifts or invitations to events that exceed the limits outlined in this policy, Covered Individuals must ask for approval from the Chief Ethics and Compliance Officer or the Ethics Director **before** accepting such gifts or invitations. Covered Individuals may ask for approval by amending their Ethics Disclosure using the USOPC’s [disclosure management platform](#) and selecting “My Disclosures.”

If a Covered Individual receives a gift and it is discourteous or not possible to decline the gift (e.g., it is shipped by mail or a gift such as a gift card is sent by email), the recipient must disclose the gift to the Chief Ethics and Compliance Officer or the Ethics Director through the disclosure management platform and reach out to the [USOPC’s Community Relations Team](#) which will determine whether and where the gift should be donated consistent with the Community Relations Team’s own procedures, the [Charitable Giving Policy](#), and the [Asset Disposal Policy](#).

If a Covered Individual receives a gift that is otherwise permissible under this policy but creates a perceived conflict or an appearance of impropriety, the Chief Ethics and Compliance Officer or Ethics Director may require that the gift is donated consistent with terms of the [Charitable Giving Policy](#) and the [Asset Disposal Policy](#).

The following items are not gifts and are not required to be disclosed:

- A. Any item or event that is available to the general public that a Covered Individual pays fair market value for
- B. Promotional items that are provided to all attendees at an event
- C. Items with a less than \$25 retail value
- D. A gift or invitation extended by a relative or friend if the gift or invitation is extended on the basis of a familial relationship or close personal friendship rather than based on one’s role with the USOPC
- E. Gifts that can be publicly displayed or shared among USOPC employees such as flowers or cookies
- F. Food and / or beverage provided as a meal or refreshment at a business meeting or reception attended by a USOPC Team Member as part of their official responsibilities
- G. Apparel NGBs provide to USOPC Team Members who travel with NGB teams where the apparel must be worn as a uniform, e.g., a USOPC sports psychologists who travels with a national team

## 3. Accepting Gifts and Invitations to Events

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Covered Individuals may accept gifts and invitations to events from Current Business Partners, Prospective Business Partners, and NGBs subject to the limits outlined in this section. Note, however, that Covered Individuals may never accept cash or other financial instruments, or gifts from an anonymous source. Anonymous gifts must be disclosed and given to the Chief Ethics and Compliance Officer or the Ethics Director so the gifts can be catalogued and handled according to the USOPC's [Charitable Giving Policy](#).

### A. Current Business Partners

Covered Individuals may accept the following gifts or invitations to events from Current Business Partners subject to the limits outlined below.

- i. Apparel partner, sponsor and / or supplier-branded products (e.g., Oakley sunglasses) with a value of up to \$1,000 each year per Current Business Partner
- ii. Other gifts that do not exceed a value of \$150 each year per Current Business Partner
- iii. Invitations to attend sporting events, other events such as concerts or theater performance, or social events with a Current Business Partner provided that:
  - a. there is a business purpose for the invitation;
  - b. the cost of the ticket does not exceed a value of \$150 per person for a single event;
  - c. the total cost of multiple events with the same Current Business Partner does not exceed a value of \$300 per year; and
  - d. any travel expenses to and from such events are approved **in advance** by the Chief Ethics and Compliance Officer or the Ethics Director.
- iv. On an infrequent basis, invitations extended to a spouse, partner, or family member of a Covered Individual as long as the value of the ticket does not exceed the limits outlined above;
- v. Invitations to attend fundraising events with a Current Business Partner at no cost to the Covered Individual

### B. Prospective Business Partners

Covered Individuals may accept the following gifts or invitations to events from Prospective Business Partners subject to the limits outlined below.

- i. Gifts that do not exceed a value of \$150 each year per Prospective Business Partner
- ii. Invitations to attend sporting events, other events such as concerts or theater performance, or social events with a Prospective Business Partner to promote the possible business relationship provided that:
  - a. There is a business purpose for the invitation;

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- b. the cost of the ticket does not exceed a value of \$150 per person for a single event;
  - c. the total cost of multiple events with the same Prospective Business Partner does not exceed a value of \$300 per year; and
  - d. the Covered Individual pays for their own travel expenses to and from the event.
- iii. Invitations to attend fundraising events with a Prospective Business Partner at no cost to the Covered Individual

### **C. NGBs**

Covered Individuals may accept the following gifts or invitations to events from NGBs and their representatives subject to the limits outlined below.

- i. Gifts do not exceed a value of \$150 each year per NGB
- ii. Invitations to attend an NGB competition with an NGB or its representatives (but not travel to and from such competitions)
- iii. Invitations to attend sporting events other than NGB competitions, or other events, such as concerts or theater performances, or social events with an NGB provided that:
  - a. there is a business purpose for the invitation;
  - b. the cost of the ticket does not exceed a value of \$150 per person for a single event; and
  - c. the total cost of multiple events with the same NGB does not exceed a value of \$300 per year.

Covered Individuals must decline travel and accommodation offers by NGBs when traveling to provide training or when performing other volunteer work for an NGB unless a Team Member requests an exception that is approved by the Chief Ethics and Compliance Officer or the Ethics Director in advance.

## **4. Giving Gifts and Extending Invitations to Events**

### **A. Current and Prospective Business Partners and NGBs**

There may be times when a Covered Individual wishes to give a gift or extend an invitation to an event to a Current or Prospective Business Partner to further or develop a business relationship. In such instances, the following rules apply:

- i. Gifts

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The value of a gift to a Current or Prospective Business Partner, or an NGB, must not exceed \$150 each year per individual. For example, if a Covered Individual works with a team of four people from Delta, the team member may provide a gift of up to a \$150 value to each person. If the value of a gift exceeds \$150 per person, you must obtain approval from the Chief Ethics and Compliance Officer or the Ethics Director **before** you provide the gift. Gifts may be in the form of a gift card, but cash or other financial instruments are prohibited.

### ii. Invitations to Events

Invitations to events to Current or Prospective Business Partners, or NGBs, cannot exceed a \$150 value each year per person. If the cost of a ticket to an event exceeds \$150, the Chief Ethics and Compliance Officer must approve the invitation **before** it is extended.

### B. Gift Giving Among USOPC Team Members

There are times when Covered Individuals wish to celebrate a co-worker's new baby or upcoming wedding. In those cases, Covered Individuals should consider the following when giving and receiving gifts between USOPC Team Members.

- a) Gifts should not be exchanged between any USOPC Team Members who have a superior/subordinate relationship.
  - i. USOPC exempts collaborative gifts within reasonable limits among teams for special occasions from this policy (e.g., a new baby, wedding); however, the organizers of any "pooled resources" gift must make clear that contributions are strictly voluntary.
  - ii. USOPC supervisors may purchase holiday gifts for their teams, but the amount spent should be the same for all team members and the amount should be reasonable.
  - iii. USOPC Team Members who are supervisors should not solicit contributions for a direct report from their other direct reports.
- b) For USOPC Team Members who do not have a superior/subordinate relationship, the value of an internal gift should not exceed \$25.
- c) Participation in any teamwide gift exchange, such as a "Secret Santa," should be explicitly presented as optional.
- d) All internal gifts exchanged between USOPC Team Members should be appropriate for a workplace setting and must comply with all USOPC policies.

This policy does not prohibit the personal exchange of gifts between USOPC Team Members, but USOPC Team Members engaged in personal gift exchanges should not coordinate any element of a gift exchange during work hours or using USOPC resources (e.g., email, Teams chats).

## 5. Development Division

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The USOPC recognizes that the limits in this policy may restrict the ability of Development Division team members to perform their job functions. As a result, the limits outlined in this policy do not apply to the Development Division if the invitation or event is part of normal and reasonable job duties and the event is not lavish or unreasonable. For the Development Division, the value or cost of gifts and events must not exceed \$600 per donor or prospect,<sup>3</sup> per year. If a single household has more than one donor or prospect, the \$600 limit applies individually to each donor or prospect. Gifts should not generally be given to children of donors or prospects.

From time-to-time the Development Division may wish to invite a donor or prospect to a fundraising event where the proceeds from ticket sales benefit a charitable organization, and the USOPC or USOPF has purchased tickets to the event. In those cases, it is appropriate to use the fair market value of the ticket in assessing and tracking the gifting value to the donor or prospect rather than the full amount of the ticket for purposes of this policy.

While costs for gifts and events to donors and prospects must not exceed \$600 per donor or prospect, per year, the USOPC may provide donors who serve as Foundation Board members and attend Foundation Board meetings with *de minimis* gifts to facilitate their service. Acceptable gifts include but are not limited to tote bags, water bottles, or notebooks. These *de minimis* gifts need not be tracked individually, but the Development team should note what gifts were provided to all attendees at such meetings.

## 6. Government Employees

Covered Individuals are generally prohibited from giving gifts or extending invitations to events to any government employee because gift giving to government employees is subject to complex sets of rules that vary by foreign, federal, state, and local governments. In addition, in some cases giving a gift or extending an invitation to a government official may create an appearance of impropriety, so before offering a gift to a government employee, you must receive the approval of the Chief Ethics and Compliance Officer or Ethics Director.

Covered Individuals should also refer to the [USOPC's Anti-Bribery and Anti-Corruption Policy](#) for gift considerations related to the USOPC's interaction with the International Olympic Committee, the International Paralympic Committee, international federations, and organizing committees, among other organizations.

## 7. Board and Committee Members

### A. Departing Board and Committee Members

The USOPC may provide a gift to a departing board or committee member as an expression of gratitude for his or her service to the organization. The value of such gifts must not exceed \$400 and any gift should be reasonable.

### B. Board and Committee Members with Multiple Roles

Some USOPC board and committee members may serve on other boards or committees or may be employed by other organizations within the Olympic and Paralympic Movement. Depending

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<sup>3</sup> A prospect is defined as an individual who is being recruited for and has indicated an interest in making a major gift.

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on the other role and the interactions, board and committee members may be subject to additional considerations when accepting a gift.

If the board or committee member's other position is directly linked to his or her USOPC position (e.g., a board member serves on the IOC Board, a position he or she qualified for by virtue of his or her position on the USOPC Board), this policy shall govern any gifts given or received while the board or committee member is serving in his or her other capacity.

If the board or committee member's other position is not directly linked to his or her USOPC position (e.g., a committee member is employed by a company which is not a USOPC Current or Potential Business Partner), the board or committee member will be bound by their employer's gift and entertainment policy. However, if a gift is given to a board or committee member in a non-USOPC capacity and the gift giver is a Current or Prospective Business Partner, the acceptance of the gift is governed by this policy.

### **8. Policy Violations**

Any USOPC employee who violates this policy will be referred to People and Culture for any appropriate disciplinary action, up to and including termination of employment. Other individuals to whom this policy applies may be referred to the Ethics and Compliance Committee and may be subject to further disciplinary action.

If a Covered Individual has questions about this policy or has questions regarding a specific situation related to gifts and entertainment, they may reach out to the [Chief Ethics and Compliance Officer](#) or the [Ethics Director](#).

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## Revision History (beginning on March 10, 2021)

Publication Type	Policy Approver	Enabling Action	Publication Date	Next Scheduled Review	Revision Summary
Policy Update	Board of Directors	Board Vote; March 10, 2021	March 10, 2021	N/A	Revised to include feedback from outside counsel, including lowering the threshold for nominal gifts, gift disclosure requirements for board members with multiple roles, guidance on items that do not constitute gifts and handling anonymous gifts, and consequences for violating the policy
Policy Update	Board of Directors	Board Vote, June 22, 2022	June 22, 2022	June 2023	Revised to specify that USOPC task force and hearing panel members are subject to the policy; updated disclosure language to reflect new automated process
Policy Update	Board of Directors	Board Vote, December 6, 2022	December 7, 2022	December 2023	Increased gift limits, included additional rules specific to donors and the Development team, and updated references to Director of Ethics to Chief Ethics and Compliance Officer or a designee from the Ethics and Compliance team.
Policy Update	Board of Directors	Board Vote, December 7, 2023	December 7, 2023	December 2024	Reorganized to eliminate duplicative language and streamline flow of policy. Revised annual amounts of gifts or entertainment allowed per year



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					from Current Business Partners, and included reference to Anti-Bribery and Anti-Corruption Policy, Charitable Giving Policy, Asset Disposal Policy, and Delegation Events Gift Policy. Added reference to committee members in Sections 7.A and B.