



GIFTS AND ENTERTAINMENT POLICY

Policy Owner: Director of Operations and Compliance, USABS

Effective Date: December 1, 2022

Introduction

The Gifts and Entertainment Policy (the "Policy") reinforces USABS' commitment to maintaining the highest standard of business and personal ethics and is designed to avoid even the appearance of wrongdoing. In addition, the Policy provides direction as it relates to acceptable practices when receiving unsolicited gifts.

For purposes of this Policy, the term "Third Party(ies)" means customers, prospective customers, suppliers, prospective suppliers, and any person with whom USABS does, or may do, business.

Section 1. Application

This Policy applies to the following individuals ("Affiliated Individuals"):

- a) Employees
- b) Board of Directors
- c) Officers
- d) Committee Members
- e) Task Force Members
- f) Hearing Panel Members
- g) Volunteers
- h) Contractors
- i) Spouses and Immediate Family Members of (a – h)

Note: *Applicable to Athlete Representatives serving in one (or more) of the above-mentioned categories.*

Section 2. Definition - Gifts and Entertainment

Gifts and Entertainment include, but are not limited to the following:

- a) Tickets to sports, music, or other such experiential events
- b) Merchandise, such as gift baskets, apparel, hospitality bags, etc.
- c) Gift Certificates and Gift Cards
- d) Travel or lodging not associated with USABS business
- e) Favorable terms or discounts on a product or service for the employee's (or spouse or immediate family member's) benefit not otherwise available to all USABS employees (and their spouses and/or immediate family members)

Exception. The definition of Gifts and Entertainment does not include the items provided to an athlete from a personal (non-team) sponsorship.

Section 3. Permissible Gifts and Entertainment

Affiliated Individuals may accept gifts from individuals/companies that currently do business with, or make donations to, USABS as follows:

- a) Partner/sponsor/supplier products and partner/sponsor/supplier-branded products (e.g., logoed jackets) with a value of up to \$1,000 per Affiliated Individual, per year, per individual/company;
- b) Other gifts (including, but not limited to, merchandise, gift certificates, gift cards, perishable and consumable gifts, etc.) with a value of no more than \$100 per Affiliated Individual, per year, per individual/company;
- c) Invitations to attend fundraising events with an individual/company representative at no cost to the Affiliated Individual; and/or
- d) Invitations to attend other social, educational, or entertainment events intended to enhance the business relationship, provided that the cost of the event does not exceed \$100 per Affiliated Individual per event and \$400 total per individual/company per year.

Section 4. Limitations

Affiliated Individuals may never accept cash or financial instruments, such as checks or stocks from Third Parties.

Section 5. Disclosure

- a) **Disclosure.** All gifts or entertainment falling under Section 3 must be promptly reported to the USABS CEO via the Gift Disclosure and Approval Form. Where the gift or entertainment is made to the CEO, the CEO must promptly report to the Chair of the Board of Directors.

Excluded from disclosure requirement are promotional gifts of nominal value (less than \$25 retail value) such as coffee mugs, hats, pins, etc.

- b) **Declination of Gift or Entertainment.** The CEO and Board of Directors, in consultation with the Affiliated Individual, may require that any gift(s) [or associated value if already consumed or realized] be returned, donated to USABS, or donated to another agreed-upon charity if it is believed that the gift(s) is not proper and/or creates an appearance of impropriety.

Section 6. Offering Gifts and Entertainment to Third Parties

Employees and Board of Directors may offer or provide gifts and/or entertainment to Third Parties only for legitimate business purposes, provided that the offer complies with the following guidelines:

- a) Gifts (including gift certificates or gift cards) may not exceed \$100 in value per person per year, without the prior written approval of the CEO. If the offering is made by the CEO, the CEO must first receive prior written approval from the Board of Directors.
- b) Cash or financial instruments, such as checks or stocks, are prohibited.
- c) Invitations to events/entertainment must be reasonable and appropriate and adhere to the following guidelines:

- An Employee or Board Member must be present;
- Topics of a business nature must be discussed at the event;
- The cost associated with such an event should not exceed \$100 per person/company per year, without the prior written approval of the CEO (or by the Board of Directors if the offering is made by the CEO); and,
- Entertaining of any particular individual must be infrequent, which, as a general rule, means not more than two (2) times per year.

d) The offering complies with the following guidelines:

- Is not given as a bribe, payoff or kickback;
- Does not create the appearance of impropriety;
- Is in good taste and occurs at a business-appropriate venue;
- Is reasonable and appropriate given the individual's position; and,
- Is properly documented and in compliance with financial procedures and policies.

e) Government Employees. The giving of gifts to federal, state, and local government employees is governed by a complex set of rules that is typically agency-specific. As such, the giving of gifts to government employees is prohibited.

Section 7. Reporting & Resolution

The Bobsled | Skeleton community has the right and responsibility to report alleged violations of this Policy and USABS encourages the reporting of such allegations. USABS takes its obligation to investigate and resolve potential violations of this Policy seriously.

Suspected violations shall be considered an Administrative Grievance and shall be reported via the Notice of Grievance Form to both the Judicial Committee Chair (judicialcommitteechair@usabs.com) and the USABS CEO (ceo@usabs.com) consistent with the [USABS Grievance Procedures](#). Alleged violations reported to USABS will be resolved pursuant to the [USABS Grievance Procedures](#).

Section 8. Points of Contact

Affiliated persons in need of further information, guidance and/or enforcement in relation to this Policy may contact the following:

Ethics Committee Chair	Email: ethicscommitteechair@usabs.com
CEO	Email: ceo@usabs.com
Director of Operations and Compliance	Phone: 518.241.6254
	Email: compliance@usabs.com

In addition, the USOPC Ethics & Compliance team can serve as a secondary resource for questions or concerns regarding this Policy. The USOPC Ethics & Compliance team may be contacted at:

USOPC Integrity Hotline: 877.404.9935
 USOPC Integrity Portal: <https://usopc.ethicspoint.com>

For Athletes with Questions Regarding this Policy:

The Athlete Ombuds provides cost-free, independent and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct or team selection procedures. The Athlete Ombuds can also help athletes connect with legal counsel or mental health resources, if needed. Athletes may contact the Athlete Ombuds at:

PHONE: (719) 866-5000

EMAIL: ombudsman@usathlete.org

WEBSITE: www.usathlete.org



GIFT DISCLOSURE FORM

Please complete this form immediately upon receipt of personal gifts¹ received in your capacity as an employee or representative of USABS.

Name: _____

- Employee, Board Member, Volunteer, Committee Member, Hearing Panel Member, Contractor, Task Force Member, Athlete Representative, Spouse/Immediate Family Member

Describe the gift(s) received:

- The value of the gift is estimated at \$_____. Note: This is a good faith estimate based on retail value. If the value cannot reasonably be estimated or determined, please state.
Please describe the source of the gift (name and relationship to USABS) and under what circumstances it was received:

- Indicate below any matters pending or likely to arise in the future that might involve the donor:

- Gift has already been received.
Gift has been offered; seeking approval.

Certification: I certify that this gift was not solicited.

SIGNATURE: _____
DATE: _____

Send this completed form CEO, USABS at aron.mcguire@usabs.com.

For internal record keeping only:
Approved on _____ by _____
Denied on _____ by _____. Note any specific remedy, if applicable:
