

Coalition for Epidemic Preparedness Innovations

Gifts and Hospitality Policy

Objective

This policy sets out the responsibilities of Coalition for Epidemic Preparedness Innovations (CEPI) employees and other representatives when they are offered gifts or hospitality by people or organisations outside CEPI, or when they are considering offering gifts or hospitality to people or organisations outside CEPI.

Definitions

Gift: Anything of value (excluding hospitality) offered or given to, or received from, a person or entity outside of CEPI for which no reasonable fee is paid in return by the recipient.

Hospitality: Any form of travel, food, drink, accommodation, entertainment, cultural or sporting event (participating or watching), offered to, given to, or received from, a person or entity outside CEPI for which no reasonable fee is paid in return by the recipient.

Policy statement

CEPI employees and other representatives are expected to act with integrity and impartiality at all times when making decisions on behalf of CEPI. Integrity and impartiality may be compromised if a CEPI employee or representative accepts gifts or hospitality that are intended to influence any decision taken on behalf of CEPI (or if anyone might think this is the intention). Equally, it is not appropriate to give gifts or hospitality that are intended to influence a decision of an individual or organization outside CEPI (or if anyone might think this is the intention).

This policy applies to all employees, whether on a permanent or fixed-term contract, and also to other individuals engaged on a temporary basis, whether full-time or part-time.

The General Counsel is responsible for oversight and implementation of this policy.

CEPI employees and representatives will follow these core principles:

- Never ask for gifts or hospitality from anyone outside CEPI.
- Never offer a gift to anyone outside CEPI, other than a ceremonial gift from CEPI to commemorate an occasion or event.
- Only accept gifts and hospitality from anyone outside CEPI, or provide hospitality to them, if it is reasonable and appropriate in the circumstances.
- Never accept any gifts or hospitality, either directly or through a third party (i.e. a family member or friend), that would, or might appear to:
 - Place the employee under any obligation to an individual or organisation making the offer.
 - Compromise the employee's impartiality or otherwise be improper.

The Gifts and Hospitality Procedure provides further guidance to CEPI employees and representatives on the implementation of this policy, including requirements for when and how gifts and hospitality must be declared and tracked, as well as declined and/or disposed of.

Current version	1.0
Approved by CEPI Board	May 2018
Owner	General Counsel
Flow through	N/A
Linked documents	Gifts and Hospitality Procedure Anti-Corruption Policy Expenses Policy Travel Policy
Past versions	N/A