

Employee Acceptance of Gifts and Payments

Purpose

To avoid actual or apparent impropriety stemming from the receipt of gifts or payments in connection with the Institute's conduct of business or an employee's position and/or duties.

Application

This policy applies to all PCORI employees (each a "Covered Person"). Under certain circumstances, a gift to a relative or person to whom a Covered Person has a close relationship may be subject to the terms of this policy if the gift was given with the knowledge and acquiescence of said Covered Person and the Covered Person has reason to believe the gift was given because of his or her position and/or duties at PCORI.

Policy

- (a) The solicitation of gifts or payments of any kind or value by any Covered Person is strictly prohibited.
- (b) A Covered Person is prohibited from accepting any gifts, bequeaths, or donations of services or property when such acceptance could have the potential to bias or have the appearance of biasing its, his, or her decisions in matters related to PCORI or the conduct of PCORI activities.
- (c) Under this policy, a Covered Person may:
 - i. Accept food or refreshments of a nominal value on infrequent occasions in the ordinary course of a business meeting or widely attended event;
 - ii. Accept informational materials in the form of books, articles, periodicals, written materials and other forms of communication (e.g., videotapes, compact discs, DVDs) that were sent to the PCORI office or distributed at a PCORI-related meeting or widely attended event;
 - iii. Accept an invitation of free attendance to certain widely attended events that are directly related to an employee's position, duties, or responsibilities at the Institute;
 - iv. Accept an award, plaque, trophy, or other item that is substantially commemorative in nature and is intended for presentation; or
 - v. Accept a gift from a relative or personal friend, unless an employee has reason to believe that, under the circumstances, the gift was provided because of his or her position and/or duties at PCORI.

- (d) In accordance with PCORI's ***Outside Employment Policy***, an employee may not receive payment for materials produced or services rendered while performing or in relation to his or her position and/or duties at PCORI.
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Procedure

- (a) In determining whether or not to accept a gift, a Covered Person should use prudent judgment.
 - (b) When a Covered Person is unable to determine whether or not a gift has monetary value or whether or not accepting a gift would violate this policy, they should turn it down and inform the party offering the gift that they are unable to accept.
 - (c) Any individual who believes there has been a violation of this policy or any related policies should immediately report their concerns to the Institute's Chief Operating Officer.
 - (d) The Chief Operating Officer is responsible for investigating all claims and, determining next steps, and, as needed, involving the Institute's Executive Director and/or legal counsel.
 - (e) All questions regarding this policy should be directed to the Institute's Chief Operating Officer.
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Definitions

- (a) Gifts: For the purposes of this policy, the term "gift" refers to a gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. The term also includes gifts of services, training, transportation, lodging, and meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.
- (b) Business Meeting: For the purposes of this policy, a "business meeting" is defined as a meeting whereby PCORI business is the main focus and where food or refreshments may be served to facilitate the continuance of the work. Under this policy, business meetings must be directly related to a Covered Person's position, duties, or responsibilities at the Institute.
- (c) Widely Attended Event: For the purposes of this policy, the term "widely attended event" is defined as an event that is open to individuals from throughout a given industry or profession, members of an association or group, the general public, or a range of people interested in an event's subject, topic, or given matters.
- (d) Free Attendance: For the purposes of this policy, "free attendance" includes the waiver of all or part of a conference or other fee, the provision of local transportation, or the provision of food, refreshments, entertainment, and instructional materials furnished to all attendees as an integral part of the event.

- (e) Relative: For the purposes of this policy, the term “relative” includes spouses, domestic partners, parents, brothers, sisters, sons, daughters, grandparents, aunts, uncles, in-laws, natural, step, or adoptive relatives in the aforementioned relationships, or any individuals with whom an employee has a close personal relationship, including, but not limited to, co-habitants or significant others.

Collateral Documents

- (a) PCORI Authorizing Legislation
- (b) PCORI Bylaws
- (c) PCORI Conflict of Interest Policy
- (d) PCORI Outside Employment Policy