

<b>Policy —</b> Gifts and Hospitality	Number: POL_GOUV_09
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**Note:** Use of the masculine gender in the French version of this text also implies the feminine and is employed solely to facilitate reading.

## **1. OBJECTIVE**

The Institut national du sport du Québec (INS Québec) is committed to conducting its activities with integrity, ethics and responsibility in accordance with the applicable regulations. INS Québec is aware of the perception of the acceptance of gifts, invitations to entertainment events and other benefits. That is why all people working within the organization must exercise judgement and due diligence to avoid situations that could lead to conflicts of interest.

Therefore, it is essential to maintain independence and impartiality at all times and to avoid being indebted to the individual giving the gift or benefit or providing the entertainment. The INS Québec team may not, directly or indirectly, accept or solicit gifts, benefits or entertainment that could compromise or give the impression of compromising its objectivity, or that could harm the credibility or reputation of INS Québec.

This Gifts and Hospitality Policy defines how recognition and gifts given to employees, contractors, volunteers, interns and administrators of the Institut national du sport du Québec (INS Québec) are handled.

## **2. SCOPE**

This Policy applies to all employees, contractors, volunteers, interns and administrators of INS Québec.

## **3. POLICY STATEMENT**

Any person with a role within INS Québec must exercise judgement to avoid real, potential or perceived instances of conflict of interest and may not accept gifts or other recognition that could reasonably be perceived to have been offered or provided in connection with an attempt to obtain a benefit or preferential treatment, or for the purpose of maintaining or obtaining sales or a contract.

Gifts and other recognition are defined as products, services, hospitality or other benefits, including meals, beverages, accommodation, travel, entertainment and leisure activities (tickets, passes etc.), gratuities, business courtesies, training, transportation, commissions, fees, salaries, payments, preferential pricing, gift cards, subscriptions, discounted tickets to events and other similar products, services or benefits.

Acceptance of such gifts and recognition must be promptly disclosed to general management prior to acceptance. Any gift or recognition that does not comply with this Policy must be immediately returned or its cost must be reimbursed to the giver.

Gifts and recognition may be accepted if they meet the following criteria:

- They are infrequent and do not contravene the objectives of this Policy;
- They are normal or usual acts of courtesy or protocol, or acts of welcome usually received in

the course of the role;

- They do not compromise or give the impression of compromising a person's integrity or objectivity, or that of any other person, and cannot be perceived as likely to place the person or INS Québec in a conflict of interest;
- They have a maximum cumulative value of \$400 per annum if offered by the same person or entity; Event tickets valued at more than \$250, whether or not accompanied by the host, may be accepted if they are offered for business purposes and meet usual industry standards for courtesy or protocol;
- They are discounts offered to the general public or to all employees, or prizes awarded in competitions open to the general public;
- They are not offered in the context of a selection process, a call for tender or similar processes and are not offered at any point during the entire process;
- They are not cash or cash equivalents (including gift cards);
- They are delivered to the workplace, not to an employee's home. This applies for all persons covered by this Policy.

Any gift sent to INS Québec as an organization, if it meets the standards defined above and is not for sharing, may be subject to a prize draw for members, employees, contractors, volunteers, interns and administrators. However, these gifts will be handled on a case-by-case basis by general management. Any gift accepted or offered by an individual that does not meet the criteria defined above may be subject to disciplinary measures.

Anyone who wishes to disclose or report an incident in accordance with this Policy may do so by contacting a member of the management team, who will ensure confidentiality in this process. INS Québec will not allow retaliation to be taken against a person who reports an incident.

Anyone covered by this Policy may not directly or indirectly solicit gifts. INS Québec prohibits its customers and vendors from offering gifts that could be considered bribes or other benefits in order to influence decision-making or to grant the customer or vendor an illegitimate or undue advantage. The decision to offer a gift must have received prior approval from a member of INS Québec's management team.

#### **4. RECOGNITION RULES**

This section covers the recognition of employees, contractors, volunteers and administrators. The actions implemented by INS Québec highlight commitment and affiliation with the organization and are grouped into a *Recognition program*<sup>1</sup> that complies the following guidelines:

- Promoting team spirit;
- Reinforcing the organization's values, behaviours and guiding principles;
- Recognizing the outstanding contribution of employees and teams, as well as volunteers and

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<sup>1</sup> Under development over the course of 2023–2024

administrators;

- Establishing a culture that fosters recognition and a sense of belonging;
- Ensuring fairness within the organization;
- Respecting the amounts confirmed in the budget.

#### *Expressions of support and sympathy*

INS Québec wishes to acknowledge important events for employees, contractors, volunteers and administrators such as birth, adoption, death, marriage etc. by sending a gift or recognition of up to \$150. To acknowledge any other event, such as retirement or departure, general management reserves the right to award recognition of equivalent or higher value, depending on the situation.

#### **5. EFFECTIVE DATE AND REVISION**

This Policy is effective upon adoption by the Board of Directors and shall be revised as required or at least every three (3) years.