

**Classification:** Governance and Ethics

**Approving Authority:** President

**Responsible Authority:** Vice President for Finance and Administration

**Implementing Authority:** Vice President for Administration and Finance

**Effective Date:** February 2026

**Review:** January 2028

## ***Gift Acceptance and Gratuities Policy & Procedures***

### **1.0 Purpose**

- 1.1 This policy establishes the principles and procedures governing the giving and receiving of gifts and gratuities by members of the University community. It ensures compliance with applicable laws, promotes transparency, and safeguards the University's integrity by preventing conflicts of interest or the appearance thereof.

### **2.0 Scope**

- 2.1 This policy applies to all University employees, faculty members, administrators, trustees, contractors, and any other individuals acting on behalf of the American University of Iraq–Baghdad (AUIB).

### **3.0 Definitions**

- 3.1 Gift: Any item of value, benefit, service, favor, or gratuity offered or received without equivalent compensation, such as money, discounts, tickets, meals, travel, or in-kind items.
- 3.2 Conflict of Interest: A situation in which personal interest could improperly influence the performance of one's duties or responsibilities at the University.

### **4.0 Policy**

- 4.1 Faculty members shall not, under any circumstances, accept gifts or gratuities from current AUIB students who are enrolled in their classes.
- 4.2 Faculty and staff may not accept, directly or indirectly, any gifts, commissions, rebates, or discounts (in cash or in kind) from any person, vendor, contractor, or entity associated with the University if such gifts could reasonably be construed as being offered in exchange for or in appreciation of any act related to University duties.
- 4.3 Members of the University community may not give or receive gifts from persons or organizations doing business with AUIB, or from those seeking contracts, grants, or other financial commitments from AUIB.
- 4.4 The University may accept gifts in the form of cash, pledges, property, and in-kind donations (e.g., artwork, books, equipment) in accordance with its Gift Policy and under the authority of the Office of Finance and the Office of the President.



- 4.5 All gifts, privileges, or favors received in connection with university duties must be reported in writing to the appropriate University authority and submitted to the Department of Finance for recording. Items deemed inappropriate or in violation of this policy must be returned immediately.
- 4.6 Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

### **5.0 Procedures**

- 5.1 Reporting Gifts
  - 5.1.1 Notify their immediate supervisor or Dean in writing.
  - 5.1.2 Submit the gift item or related documentation to the Department of Finance for review and recordkeeping.
  - 5.1.3 Return the gift if it is deemed inappropriate or in violation of university policy.
- 5.2 Review and Approval of Institutional Gifts
  - 5.2.1 Institutional gifts, including cash, pledges, or property, shall be reviewed by the Office of Finance and accepted only with the approval of the President.
  - 5.2.2 Donors may be issued formal receipts and acknowledgments in accordance with the University's Gift Policy.
- 5.3 Compliance Monitoring
  - 5.3.1 The Office of Human Resources and the Office of Finance are responsible for monitoring compliance with this policy and maintaining all related records.
  - 5.3.2 Any violations of this policy must be reported to the Office of Compliance for investigation and potential disciplinary action.

### **Related Policies and Documents**

Conflict of Interest Policy  
Code of Conduct  
AUIB Gift Policy  
Financial Management Policy