

## Ethical Gift Acceptance Policy

### Association for Information Science and Technology (ASIS&T)

ASIS&T is committed to upholding the highest ethical standards in its operations, partnerships, and relationships with donors. To ensure that all accepted gifts align with the mission, values, and integrity of the organization, ASIS&T has established the following Gift Acceptance Policy.

#### Purpose

This policy provides guidelines for evaluating and accepting gifts to ensure that ASIS&T maintains its independence, transparency, and commitment to ethical practices. It also ensures that donations support the association's mission to advance the information sciences and benefit its members without compromise.

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#### General Principles

1. **Alignment with Mission and Values:** ASIS&T will only accept gifts that align with its mission to advance information science and technology and uphold ethical and professional standards.
  2. **Integrity and Transparency:** The acceptance of a gift must not compromise ASIS&T's reputation, independence, or ability to serve its members effectively and ethically.
  3. **Evaluation of Donors:** All potential donors will be subject to a review process to ensure that their practices, including publishing or business operations, meet ethical standards and are free from practices deemed harmful, exploitative, or predatory.
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#### Guidelines for Gift Acceptance

##### 1. Prohibited Sources

ASIS&T will not accept gifts from organizations or entities that:

- Have been credibly accused of misrepresentation, fraud, or unethical business practices.
- Are involved in activities that conflict with ASIS&T's commitment to advancing open, transparent, and equitable access to information.

##### 2. Review Process

- **Initial Screening:** All potential donors will be screened by ASIS&T staff for alignment with ethical practices and mission compatibility.
- **Ethical Review Committee:** Gifts from organizations that raise concerns due to their practices or reputations will be reviewed by the ASIS&T Ethical Review Committee (or an equivalent governance body).

- **Final Decision:** The Executive Board will make the final determination regarding the acceptance or rejection of contentious gifts.

### 3. **Conditions for Acceptance**

- Gifts must not impose undue influence on ASIS&T's policies, programs, or priorities.
- ASIS&T will retain full discretion over how funds are used, ensuring alignment with its strategic objectives and ethical standards.
- The donor may not require endorsements, promotions, or other actions that could compromise ASIS&T's impartiality or credibility.

### 4. **Declining Gifts**

ASIS&T reserves the right to decline any gift that:

- Does not align with its mission, values, or ethical standards.
- Could harm ASIS&T's reputation, independence, or ability to fulfill its objectives.

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## **Transparency and Reporting**

ASIS&T will publicly disclose information about accepted gifts, including the source and purpose, while respecting donor privacy. A report on all gifts will be presented annually to the Executive Board.

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## **Policy Review**

This Gift Acceptance Policy will be reviewed regularly to ensure alignment with ASIS&T's mission and evolving ethical standards in the information science community.

Adopted: [Insert Date]

Approved by: [Executive Board or Governing Body]

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This policy empowers ASIS&T to act responsibly in maintaining ethical partnerships while supporting its mission to advance information science.