

FINAL VERSION

**Approved by the Board at its
463th meeting on 5th December 2023
(Replaces version issued on 17th June 2014)**

GIFT ACCEPTANCE POLICY

1. Scope of this policy

This policy relates to all gifts solicited by or offered to the Foundation of The International School of Geneva. It does not concern gifts solicited by or offered directly to parents and students in connection with school activities. Nor does it concern gifts considered as customary behaviour in the course of our operations (e.g. end of year presents to teacher by parents, supplier end of year presents, etc...) when their single value is below CHF 300.00. Gifts above that value should be disclosed to the relevant Director.

2. Key principles

The Foundation of the International School of Geneva depends on the solicitation and acceptance of gifts, legacies and grants that enable it to achieve excellence in its education, research and outreach missions. However, to ensure institutional integrity, the acceptance of support must adhere to the following key principles:

2.1 The International School of Geneva will protect the values enshrined in its Vision Statement.

2.2 The International School of Geneva will be transparent about gifts received in terms of their source and purposes. In cases where a donor wishes to remain anonymous, such anonymity will be respected. However, for the purposes of enabling due diligence on the origin of funds, the source of funds, the identity of the donor and, if the donor is a legal entity which must be deemed equivalent to a domiciliary company under Swiss law, the identity of the beneficial owner must be made available to members of the Gift Acceptance Committee. Any request for information about the purposes of gifts from anonymous donors will be referred to the Chair of the Gift Acceptance Committee.

3 Acceptance of gifts

3.1 The Governing Board is ultimately responsible for the acceptance of gifts.

3.2 As a matter of course, all gifts of CHF 10,000 or more will be subject to due diligence (as per the written established administrative process), including but not limited to the cases of potentially contentious gifts outlined under clause 5. The extent of the due diligence and of oversight applied will increase in line with an assessment of the risk associated with the potential donor and potential size of the donation.

3.3 In practice the Director of Development and Alumni Relations will have day-to-day delegated authority to accept gifts on the Foundation's behalf, based on the due diligence process as defined under clause 3.2 and the considerations outlined under clause 5.2.

3.4 The solicitation or acceptance of any gift with an associated naming opportunity (buildings or outdoor areas) will automatically be referred to the Gift Acceptance Committee for approval.



4 Gifts from prospective parents

4.1 The International School of Geneva will not accept a gift from donors affiliated with a prospective student during the admissions process until a final decision on admission is made. This prohibition does not apply to parents who are already affiliated with The International School of Geneva such as alumni, parents or grandparents of a current or former student.

5 Potentially contentious gifts

5.1 The Gift Acceptance Committee of The International School of Geneva has the delegated authority from the Governing Board to decide on the acceptance or not of potentially contentious gifts. The Gift Acceptance Committee has a duty to consider carefully, on the basis of evidence available to it, whether the Foundation's interests will be better served by accepting or refusing the gift or grant and to act accordingly.

5.2 In considering and deciding on the acceptance of gifts, the Gift Acceptance Committee will be guided by the following set of questions. Does the gift:

- 5.2.1 help to fulfill the School's aims and objectives as defined in its Charter and Vision Statement?
- 5.2.2 fit within the broad aims of the school's strategic plans?
- 5.2.3 expose the School to undue adverse publicity or reputational risk?
- 5.2.4 require unacceptable expenditure of additional Foundation resources?
- 5.2.5 derive from illegal activities, fraud or the evasion of taxation?

5.3 The Director-General, following the advice of the Director of Development and Alumni Relations, shall be responsible for reviewing all potentially contentious gifts. These shall include gifts where there are restrictions which:

- 5.3.1 are inconsistent with the Foundation's stated academic purposes and priorities and existing policies;
- 5.3.2 inhibit, unreasonably, the Foundation from seeking gifts from other donors;
- 5.3.3 involve discrimination based on race, religion, sex, age, national origin, colour, disability or any other basis prohibited by law;
- 5.3.4 require the Foundation to provide special consideration for admission to the Foundation for the donor or designate (whether or not related to the Foundation's admissions policy);
- 5.3.5 require the Foundation to deviate from its normal hiring, promotion and contracting procedures;
- 5.3.6 would have a potentially damaging effect on the Foundation's reputation.

5.4 Gifts which stem directly or indirectly from a PEP (Politically Exposed Person), as defined in Swiss law, shall also always be deemed 'potentially contentious'.



5.5 In the case of all potentially contentious gifts, as defined above, the Director-General shall forward a report to the Gift Acceptance Committee, which will make a decision on acceptance or otherwise.

6 Composition of the Gift Acceptance Committee

- 6.1 Three members of the Governing Board, of which at least one shall also be a member of the Development Committee
- 6.2 Director-General – ex officio
- 6.3 Director of Finance – ex officio
- 6.4 Director of Development – ex officio
- 6.5 The Director-General, the Director of Finance and the Director of Development will be in a non-voting capacity.
- 6.6 The Chair of the Gift Acceptance Committee will be elected by the Committee.
- 6.7 A meeting will be considered quorate once there are two members of the Governing Board

7 Decision Making Procedure

- 7.1 A decision to accept a gift will be taken when two of the three voting members are in favour of acceptance. Members will be able to use a proxy vote should they not be able to be physically present at a meeting of the committee. The proxy vote provision is made in acknowledgement of the fact that the Gift Acceptance Committee may need to be convened at short notice and to make decisions in a timely manner. Decisions may be made as a result of teleconferences and e-mail exchanges as well as in actual meetings. All minutes and notes of meetings require the approval of members.
- 7.2 The actions of the Gift Acceptance Committee will be overseen by the Development Committee
- 7.3 The Gift Acceptance Committee may choose to consult with the full Governing Board on matters and on individual cases where they believe that the guidance of the full Board would be beneficial.
- 7.4 Where the acceptance of a gift would infer the acceptance of onerous conditions, such as the creation of new programmes or infrastructures or a commitment to recurrent revenue expenditure, the Gift Acceptance Committee will refer the decision to the Governing Board.

This policy is written in English and French. The English version should take precedence in case of discrepancy between these two texts