

GUIDELINES ON GIFTS AND ENTERTAINMENT

1. The following Guidelines are established for the interpretation and application of Section 8 of the Code of Conduct "Gifts and Entertainment".
2. Any person covered by the Code of Conduct may accept the ordinary courtesies of international business and diplomacy, but shall not accept any favors, gifts, entertainment, loans or other services from persons having dealings with ADB unless they are of insignificant monetary value. Ordinary courtesies of international business and diplomacy include meals sponsored by the hosts and inexpensive memorabilia that they may give to guests to commemorate their visit.
3. When a person who is covered by the Code of Conduct accepts a gift that is of significant monetary value because refusal to accept it would offend or embarrass the gift-giver or ADB, he or she shall submit the gift to the Director, Facilities and Asset Management Division, Office of Administrative Services (OAFSA), with an accompanying memorandum setting out the circumstances in which the gift was received. The Director, OAFSA shall determine the value of the gift, and shall return it to the person concerned if its value is US\$50 or less. In such a case the person concerned may either keep the gift or submit it to Director, OAFSA for charitable donation.
4. If the Director, OAFSA determines that the value of the gift is more than US\$50, the person concerned may purchase the gift by paying ADB an amount equivalent to the assessed value of the gift. If the person concerned does not wish to purchase the gift, ADB will either sell it and donate the proceeds to charity, or retain it for display on the premises.

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