



Gift Rule Policy

of

Bhutan Media Foundation

Thimphu, Bhutan
Adopted in January, 2024

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Policy Statement

Bhutan Media Foundation acknowledges the importance of maintaining the highest standards of transparency, integrity, and accountability in its operations. In compliance with the requirements of the Anti-Corruption Commission of Bhutan, Bhutan Media Foundation adopts the following Gift Rule to prevent the misuse of gifts received by the organization.

Policy Guidelines:

1. Definition of Gift:

a. A gift is any item, service, favor, or benefit received by Bhutan Media Foundation, its directors, officers, employees, volunteers, or any other individuals associated with the organization, which is offered or provided without expecting anything in return or with the intent to influence decision-making.

2. Prohibition of Improper Gifts:

- a. Bhutan Media Foundation prohibits the acceptance of gifts that may compromise its independence, objectivity, or the public's trust in the organization.
- b. Improper gifts include those that are lavish, extravagant, or beyond customary hospitality, or those that create a sense of obligation or bias.

3. Reporting and Disclosure:

- a. Any individual associated with Bhutan Media Foundation who receives a gift, whether directly or indirectly, must promptly report it to the designated authority within the organization.
- b. The report should include details such as the nature of the gift, its estimated value, the identity of the donor, and any relevant circumstances surrounding its receipt.

4. Evaluation and Approval:

- a. The designated authority within Bhutan Media Foundation will evaluate each reported gift to determine its appropriateness and compliance with this Gift Rule.
- b. If there is doubt about the acceptance of a gift, the designated authority may consult with relevant stakeholders or seek legal advice to make an informed decision.

5. Returns or Disposition of Gifts:

- a. Gifts deemed improper or in violation of this Gift Rule should be returned to the donor promptly, along with a polite explanation of the Foundation's Gift Rule policy.
- b. If returning the gift is not possible or appropriate, the designated authority may direct its disposition in a manner consistent with the best interests of the Foundation and in compliance with applicable laws and regulations.

6. Record-Keeping:

- a. Bhutan Media Foundation will maintain accurate records of all reported gifts, their disposition, and any related communication or actions taken.
- b. These records will be securely stored and made available for inspection by relevant authorities if required.

7. Training and Awareness:

- a. Bhutan Media Foundation will conduct regular training and awareness programs to educate its directors, officers, employees, and volunteers about the Gift Rule and their obligations.
- b. Training programs may include examples, case studies, or ethical scenarios to enhance understanding and compliance with the policy.

8. Non-Retaliation:

- a. Bhutan Media Foundation is committed to protecting individuals who report gifts in good faith from any form of retaliation or adverse action.
- b. Any allegations of retaliation will be promptly and thoroughly investigated, and appropriate disciplinary measures will be taken if substantiated.

9. Annual Policy Review:

- a. The Gift Rule will be reviewed annually by the Foundation's management to ensure its effectiveness, relevance, and compliance with the requirements of the Anti-Corruption Commission of Bhutan.
- b. Any necessary updates or amendments will be made to address emerging challenges or changes in laws, regulations, or organizational requirements.

Bhutan Media Foundation is committed to upholding the highest standards of ethics and transparency. This Gift Rule aims to prevent the misuse of gifts received by the Foundation and to foster a culture of integrity and accountability.



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