

**Title:** Gifts from External Parties Policy  
**文件名:** 外部礼品政策

**Policy Owner:** Office of Legal Counsel  
**政策所有者:** 法务总监办公室

**Contact Information:** Room 2B09 The Tianjin Juilliard School  
022-66338844, ext.8851  
[legal@tianjinjuilliard.edu.cn](mailto:legal@tianjinjuilliard.edu.cn)

**联系方式:** 天津茱莉亚学院 2B09 房间  
022-66338844, 分机. 8851  
[legal@tianjinjuilliard.edu.cn](mailto:legal@tianjinjuilliard.edu.cn)

**Applies to:** The Tianjin Juilliard School faculty and staff.  
**适用于:** 天津茱莉亚学院所有教师及员工

**Effective Date:** March 8, 2024  
**生效日期:** 2024 年 3 月 8 日

## Policy Statement 政策声明

Generally, representatives of The Tianjin Juilliard School (“**Tianjin Juilliard**” or “**School**”) cannot accept Gifts (as defined below) from outside sources for personal benefit. In some instances, if it furthers the objectives of the School, promotional materials and business meals may be acceptable. Members of the Tianjin Juilliard community are expected not to allow the receipt of personal Gifts to alter the terms of business transactions they enter into on behalf of the School.

通常情况下，天津茱莉亚学院的代表不得接受来自外部的礼物（如下定义）以获取个人利益。在某些情况下，若接受外部礼物符合学院目标，宣传品和商务餐是可接受的。天津茱莉亚学院成员接收个人礼物不能改变其代表学院进行的商业交易的条件。

## Reason for the Policy

### 政策目的

This Policy governs the conduct of members of the Tianjin Juilliard community who conduct business with outside entities and provides guidance on when a representative of the School may

accept a Gift from one of these entities.

本政策规范了天津茱莉亚学院成员与外部实体进行业务往来的行为，并为学院代表何时可以接受这些实体赠送的礼物提供指引。

## Definitions

### 定义

- Gift – Any tangible or intangible item of any value received from external sources, directly or indirectly, by a representative of Tianjin Juilliard.
- 礼物 - 天津茱莉亚学院代表直接或间接从外部接收的，具有任何价值的，任何有形或无形的物品。
- Immediate Family Member – Immediate family is defined as including an individual's: (i) spouse or domestic partner; (ii) children or children of spouse or domestic partner; (iii) siblings or siblings of spouse or domestic partner; (iv) parents or parents of spouse or domestic partner; and (v) grandparents or grandchildren.
- 直系亲属 - 直系亲属的定义包括个人的：（i）配偶或同居伴侣；（ii）子女或配偶或同居伴侣的子女；（iii）兄弟姐妹或配偶或同居伴侣的兄弟姐妹；（iv）父母或配偶或同居伴侣的父母；以及（v）祖父母、外祖父母、孙子孙女或外孙子孙女。

## Policy Text

### 政策内容

Gifts to representatives of Tianjin Juilliard or their immediate family members are generally prohibited, with a limited number of exceptions, which are listed below. Accepting money or gift

card in any form” including but not limited to cash, red packet, digital transfer, physical gift card,

E-gift card or vouchers, is prohibited under all circumstances.

通常情况下，禁止向天津茱莉亚学院代表或其直系亲属赠送礼物，以下列举的少数情况除外。在任何情况下，禁止接受任何形式的金钱或礼品卡，包括但不限于现金、红包、电子转账、实体礼品卡、电子礼品卡或代金券。

Representatives of Tianjin Juilliard can, however, accept the following:

天津茱莉亚学院代表可以接受以下礼物：

- A trophy, a plaque or an award;  
奖杯、牌匾或奖项；
- Token items of insignificant value (e.g., T-shirts, bags, pens);  
价值不大的纪念品（如 T 恤、包、钢笔）；
- Informational materials (e.g., booklets, audio or video tapes);  
信息资料（如小册子、音频或视频磁带）；
- Non-cash raffle prizes or draws at conferences or similar events attended by a Tianjin Juilliard representative (cash prizes must be used to offset the expenses associated with the event/conference);

在会议或类似活动中由天津茱莉亚学院代表参与的非现金抽奖奖品（现金奖品必须用于抵消与该活动/会议相关的费用）；

- Goodwill exchange Gifts when Tianjin Juilliard representatives are on a mission abroad or visiting other domestic institutions or when officials from other institutions visit the School. If the Gifts are of significant value (greater than \$150 or 1,000 RMB), they become the property of the School and should be discussed with the Artistic Director and Dean;

在天津茱莉亚学院代表出访或参观其他国内机构，或在其他机构的官员来访时，进行善意交流的礼物。如果礼物的价值较大（超过 150 美元或 1000 人民币），该等礼物应成为学院的财产，并应与艺术总监和学术院长讨论；

- Business meals with a prospective vendor or at professional meetings and conferences, if the School gains from such attendance. For example:

与潜在供应商的商务餐或在学院出席的专业会议和会议上的商务餐（限于学院出席这些活动可以获益的情况）。例如：

- o When individuals authorized to issue purchase orders visit a vendor as part of an investigation of that vendor's capability to service the school, or to review a new product or new facilities;

授权采购人员参观供应商，以了解其为学院提供服务的能力，或者评估新产品或新设施；

- o When individuals perceive that continuing discussions with a vendor through mealtime would benefit the School.

个人认为与供应商在用餐时间继续讨论将对学院有利时。

Repetitive mealtime meetings should be discouraged. Meals paid for by outside entities associated with pure entertainment, where Tianjin Juilliard business is not discussed, are not considered business meals and are prohibited by this Policy.

不鼓励重复的用餐会议。由外部实体支付的纯娱乐用餐，在其中不讨论天津茱莉亚学院业务，不视为商务用餐，本政策禁止此类用餐。

The Tianjin Juilliard School allows outside entities to pay for reasonable and necessary meal expenses incurred during a business meeting if the purpose of the meeting is to discuss School business.

天津茱莉亚学院允许外部实体在商务会议期间支付合理必要的用餐费用，前提是会议的目的是讨论学院业务。

### **Consequences**

#### **后果**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

未能遵守本政策可能会导致纪律处分，直至解雇。

### **Reporting Suspected Violations and Questions Regarding this Policy**

#### **报告涉嫌违规行为和有关本政策的问题**

To report violations of this Policy or for further information, please contact the Office of the Legal Counsel.

如需报告违反本政策的行为或获取更多信息，请联系法务总监办公室。