

HOSPITALITY EXPENSE - FD-IV-7

POLICY

Hospitality will be extended in an economical, consistent, and appropriate way when it will facilitate business or is considered desirable as a matter of courtesy for those not engaged to work for:

- Designated BPS organizations (i.e. those covered by the directive), or
- Any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Sector Travel, Meal and Hospitality Expenses Directive

PURPOSE

To adhere to the Travel, Meal and Hospitality Expenses Directive.

DEFINITION

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at public expense.

PROCEDURE

1. Hospitality may be extended when:
 - a. Engaging representatives of other governments, the broader public sector, industry, public interest groups or unions in discussions on official matters
 - b. Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of OPTIONS NORTHWEST
 - c. Sponsoring formal conferences for representatives of other governments or for business or labour groups
 - d. Honouring distinguished persons in recognition of exceptional public service
 - e. Conducting prestigious ceremonies that are attended by heads of government, distinguished persons from the private sector, or both
 - f. Exceptions to the above must have prior approval of the Executive Director or Board of Directors
2. Functions should minimize costs but be consistent with the status of the guest(s), the number of persons attending and the business purpose to be achieved.

3. Hosts must maintain a record of:
 - a. The circumstances, including any requiring special authority;
 - b. The form of hospitality (meals, reception, refreshments, etc.)
 - c. The cost supported by receipts
 - d. Name and location of the establishment used
 - e. The number of attendees listed by category (i.e. guests, government)
 - f. Names of individuals entertained, their titles and company name, and
 - g. Approvals by appropriate individuals
4. Token gifts of appreciation, valued at up to \$30, may be extended in exchange for gifts of service or expertise to people who are not engaged in work for OPTIONS NORTHWEST. Gifts valued above \$30 must be justified and approved by the Executive Director.
5. Under no circumstances will alcohol be provided as hospitality.
6. If meals are provided, see FD-IV-9 Meals Policy.
7. OPTIONS NORTHWEST endorses staff recognition and engagement events that are designed to reinforce and promote positive behaviour and morale of employees. Staff recognition (i.e. retirement, years of service) and engagement events (i.e. team meetings, training) must be modest, have available budget and be approved by the Executive Director or Board of Directors.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: November 2011

AUTHORIZED BY: Executive Director

SIGNATURE:

