



## Policy Manual – Finance

### F.M.08 – Hospitality

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*The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.*

#### **POLICY STATEMENT**

The Board will pay for the necessary and reasonable costs incurred by authorized staff members while proffering hospitality in carrying out their responsibilities in representing the interests of students, the community and the Board.

#### **Purpose**

This policy is intended to clearly define hospitality and how it may be applied with respect to Board related events and activities and applies to all Board staff.

Hospitality is the provision of food, beverages, accommodation, transportation, token gifts of appreciation or other amenities at Board expense.

1. Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business, or is considered as a matter of courtesy.
2. Hospitality should only be provided to individuals not employed by the Board; however, hospitality may be extended to employees of the Board, upon receiving the required approval from the appropriate member of Senior Administration, when:
  - Engaging representatives of other Boards, broader public sector, industry, public interest groups, or unions in discussion on official matters;
  - Providing individuals from provincial, national, or international organizations and charitable organizations with an understanding and appreciation of the workings of the Board;
  - Sponsoring or attending formal conferences/charitable dinners related to the goals of the Board; and,
  - Recognizing employees or other individuals for outstanding achievement (i.e. meritorious awards, completion of a major project or long-term service with the Board)

3. Meetings

A light lunch may be offered, using Board funds, as part of a full day meeting where it facilitates the flow of the day and is unreasonable to expect individuals to obtain their own meals due to time constraints

- A meal may be offered, using Board funds, where meetings commence after 5:00 p.m. and last a minimum of 2 hours;

- A meal may be offered for meetings which occur during the normal course of the day and extend past 6:30 pm. This would include parent-teacher interview night and may be expensed through Board funds such as petty cash;
- Meals/light refreshments for community celebrations which are specifically budgeted for through School Generated Funds will be permitted – e.g. School Open House, Faith Night, French Café;
- Refreshments may be extended on behalf of the Board when honouring distinguished people (i.e. Director’s Awards for Staff/Students, Award for Distinguished Service to Catholic Education); and,
- Refreshments such as coffee, tea, water and fruit juices may be made available at any meeting using Board funds.

4. Alcohol

Hospitality may not include expenditures on alcohol. This includes:

- Alcohol consumed at a meal, event, conference etc.;
- Bottles of wine or other spirits as a gift/honorarium; and,
- LCBO, Beer Store, Wine Store etc., gift certificates as gifts/honorarium.

5. Avoiding Conflict of Interest

Individuals should seek written approval from the Senior Superintendent of Business and Treasurer prior to accepting hospitality from vendors to the Board (current or prospective) to avoid either a real or perceived conflict of interest.

6. Gifts of Appreciation to Non-employees

- Token gifts of appreciation, valued up to \$75.00 (all inclusive of taxes, delivery charges etc.) may be offered to persons who are not employed by the Board in exchange for pro bono services provided for the Board; and
- Alcohol/LCBO gift cards, etc. are not eligible gifts.

7. Other Expenses

An employee may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with the carrying out of Board related activities with the prior approval of their respective Superintendent or Director of Education.

8. Approval of Expenses

The principle of “one level up” approval is required; therefore, an individual’s immediate supervisor must approve all reimbursements to the individual or all expenses paid on behalf of an individual.

Original, detailed, itemized receipts are required to support all claims.

Meals for employees cannot be expensed/reimbursed through School Generated Funds.

**Responsibility:**

Senior Administrators and budget holders are responsible for ensuring that the provisions of the hospitality policy are followed. In addition, the office of the **Associate Director of Corporate Services** will provide additional procedures to support the implementation of this policy as necessary.

**Regulations:**

Broader Public Sector Accountability Act

Broader Public Sector Expenses Directive

Broader Public Sector Perquisites Directive

**Related Board Committee:** Committee of the Whole

**Policy Review Date:**

BM Original Policy Approved October 2, 2012

Revisions: 20 June 2017, 01 February 2022

To be reviewed every **five** years.