

Policy:	Hospitality Policy	Policy #	2C-9
Developed By:	Chief Operating Officer	Date Approved:	May 26, 2011
Approval:	_____ Chief Operating Officer	Supercedes:	
	_____ President/Chief Executive Officer	Original Date:	May 26, 2011

POLICY:

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities to people who are not engaged to work for:

- designated Broader Public Sector (BPS) organizations, or
- any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive.

Hospitality is permitted for events attended by non BPS/OPS guests to advance/facilitate hospital business.

Hospitality may be provided in the following situations:

- Engaging representatives of industry, public interest groups or union representatives in discussion on hospital matters;
- Sponsoring formal conferences for representatives of business or labour groups;
- Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the hospital sector or the workings of the organization;
- Honouring distinguished persons from the health care sector in recognition of exceptional public service; and
- Conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector.

APPLICABILITY

The expense rules apply to any person in the organization making an expense claim, including the following:

- appointees,
- board members,
- elected officials (e.g. school trustees),
- employees, and
- consultants and contractors engaged by the organization, providing consulting or other services.

Functions involving only those people in the organizations listed above are not considered hospitality functions. This means that hospitality may never be offered solely for the benefit of anyone covered by the BPS directive, or by the OPS Travel, Meal and Hospitality Expenses Directive.

The expense rules are only applicable to reimbursements made from public funds or the hospital's global budget.

OTHER GUIDELINES FOR HOSPITALITY

- Hospitality expenses should only be reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the hospital is demonstrable.
- Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered desirable as a matter of courtesy.
- Hospitality functions must have prior approval of the Chief Executive Officer (CEO) or Chief Operating Officer (COO).

SERVICE OF ALCOHOL AS HOSPITALITY

- The decision to provide alcohol as part of hospitality should be made by the CEO or the CEO's delegate.
- In circumstances where alcohol is approved, appropriate measures should be taken to ensure a reasonable limit is placed on the quantity and cost of the alcohol to be provided in advance of the event.