

Policy:	Hospitality Policy	Policy #	
Developed By:	Chief Operating Officer	Date Approved:	
Approval:	_____	Supersedes:	
	Chief Operating Officer	Original Date:	March, 28, 2011

	President/Chief Executive Officer		

POLICY:

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

- designated BPS organizations (i.e. those covered by this directive), or
- any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive.

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 of other services.

Functions involving only those people in the organizations listed above are not considered hospitality functions. Hospitality solely for the benefit of anyone covered by this directive, or by the OPS Travel, Meal and Hospitality Expenses Directive will not be reimbursed through the use of public funds.

PROVISION OF HOSPITALITY

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 organizations;

- 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.

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 CEO, COO or Vice President.

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.