Greater Essex County District School Board

Policy: Hospitality

Reference No: P-BA-26

Reasonable hospitality expenditures, in accordance with the Ontario Public Service (OPS) *Travel, Meal and Hospitality Expenses Directive*, are permitted in order to facilitate the business of the Greater Essex County District School Board. Hospitality expenses are also permitted as a matter of business courtesy.

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Regulation: Hospitality

Reference No: R-BA-26

1. Definition

1.1. Hospitality is the provision of food, beverages, accommodation, transportation, or other amenities at Board expense to people who are not engaged to work for:

1.1.1. Broader Public Service (BPS) organizations (including this Board), or

1.1.2. Any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive.

1.2. Functions involving only those people in the organizations listed in 1.1.1 and 1.1.2 above are not considered hospitality functions and cannot be reimbursed (i.e. office social events, holiday lunches, individual retirement parties, events, and the purchase of tickets or memberships for specific political parties), except in instances covered by 1.7.1 below.

1.3. In no circumstances can hospitality be considered allowable expenses to be reimbursed to consultants and contractors under this regulation or in any contract between the Board and a consultant or contractor.

1.4. Business meetings, Board-wide staff recognition ceremonies (retirement, service, meritorious) and catering are not defined as hospitality and are excluded from this regulation.

1.5. Hospitality at Board expense may only be extended by the Chair, Director, or a Superintendent.

1.6. Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate Board business or is considered desirable as a matter of courtesy.

1.7. Hospitality may be extended on behalf of the Board when:

1.7.1. Engaging representatives from governments other than those identified in Section 1.1.2; business and industry; public interest groups or labour groups in discussions on official matters;

1.7.2. Providing individuals from provincial, national, international organizations or charitable organizations with an understanding and appreciation of the workings of the Board; and,

1.7.3. Honouring distinguished individuals for exceptional service.

1.8. Examples of other events that may be considered hospitality include:
   1.8.1. Milestone anniversaries for schools (e.g. 50 years, 100 years);
   1.8.2. Staff and/or volunteer recognition.

1.9. Exceptions to the above must have prior approval of the Director.

2. Reimbursement of Expenses

2.1. Hospitality expenses should be necessary and reasonable.
2.2. Prior approval of the Chair, Director or a Superintendent is required before the expense is incurred if it is to be eligible for reimbursement.
2.3. The Greater Essex County District School Board assumes no obligation to reimburse expenses that are not in compliance with this regulation.

3. Avoid Conflicts of Interest

Refer to Board Policy/Regulation HR-08 (Employee Conflict of Interest).

4. Alcohol

4.1. Due to the risk of Board and/or personal liability, alcohol is prohibited from being served and/or consumed on any Board property.

- Part of Board hospitality may include the moderate consumption of alcoholic beverages with a meal or during a reception, **not located on any Board property.**
- Reimbursement for the reasonable cost of alcohol is permitted for hospitality events.
- Alcoholic beverages should not include premium brands or vintage wines.
- To reduce the risk/liability to the Board at events not located on Board property where alcohol is served:

4.2. Ensure that an outside venue assumes responsibility for serving alcohol;
4.3. Ensure that the outside event is screening identification;
4.4. Ensure that the outside venue's bartending staff are Smart Serve certified;
4.5. Monitor alcohol consumption; and
4.6. Ensure that alternative transportation arrangements are available.