

Policy Title: Expense Rules - Hospitality, Social Events, Celebrations (Procedure)	
Original Date: August 19, 2015	Date Approved: February 11, 2019 February 11, 2019
Last Revision Date: November 15, 2018	Date Reviewed: February 11, 2019
Approver: Niccette Reed John Policicchio	

## Hospitality

Hospitality is defined as the provision of food, beverages, accommodation, transportation, or other amenities at public expense to persons who are **not** engaged in work for Community Living Algoma (CLA). Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate CLA's business, or is considered desirable as a matter of courtesy. Functions that are exceptions to this must have prior approval of the Executive Director.

## Social Events

### Annual Appreciation Events

On an annual basis the agency hosts lunch events during Community Living Awareness Month to recognize staff, volunteers, and employers who employ people with developmental disabilities. These events are provided as economically as possible; no alcohol is provided. Generally token gifts, valued at under \$20, are provided. These events are approved by the Executive Director.

### Community Summer Barbeque/Holiday Come-and-Go

The agency annually hosts a Community Summer Barbeque and Holiday Come-and-Go to thank the community for creating inclusive opportunities and experiences for people supported. These events are provided in an economical manner, no alcohol is provided. These events are approved by the Executive Director.

### Annual General Meeting, Board District Social Events, Membership Meetings

The Board of Directors annually hosts various meetings in Sault Ste. Marie and in the district, alternating between the North and East. These events are focused on thanking the community for creating inclusive opportunities and experiences for people supported. Events are hosted in an economical and fiscally responsible manner. Community Living Algoma will not provide alcohol at these events. Events are approved by the Board with expenditures signed off by the Executive Director.

### Board Meetings, Board Committee Meetings

The Board of Directors and the Committees of the Board meet regularly, generally on a monthly basis. If the meeting occurs during a meal time, a small, reasonable priced meal is provided; no

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alcohol is provided. Refreshments are also provided generally using in-house equipment and economically priced beverages from the grocery store.

Refreshments at In-house Meetings, Training, or Seminars

Refreshments may be provided during meeting/training for agency business. Staff are expected to minimize costs through the use of agency facilities and equipment (i.e. coffee makers), and where possible to purchase economically priced refreshments from the grocery store. The refreshment expense is to be submitted by the most senior manager present and then approved by their manager; alcohol is not permitted.

Business Meals

In the event staff are required to work through a meal period where they don't normally do so, a meal may be charged to the agency. The meal expense per person is not to exceed the meal allowances in the agency travel procedure. The meal expense shall be submitted by the most senior manager present, documenting reason for the expense, and approved by their manager; alcohol is not permitted.

Years of Service and Retirement

The agency values staff and recognizes milestone Years of Service and Retirements with a letter and gift of nominal value from the organization.

5 year – glass coffee mug filled with small confectionary items

10 year – stainless travel coffee mug with 2 Tim Hortons gift cards

15 year – CLA gym bag

20 year – windbreaker jacket with agency logo

25 year – gift valued at \$100 plus a cake

30 year – gift valued at \$200 plus a cake

35 year – gift valued at \$300 plus a cake

40 year – gift valued at \$400 plus a cake

Retirement (for staff with more than 10 years of service) – a watch with agency logo, cake, and non-alcoholic refreshments provided at their work location. Other private arrangements may be arranged at the expense of co-workers.

Births

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The agency recognizes the birth of a staff's first child with a small gift valued at under \$30 (currently a book and stuffed animal). Co-workers generally contribute privately for additional gifts.

Death of Staff or Board Member

The agency generally sends a flower arrangement on behalf of CLA. Co-workers generally contribute privately for further memorial gifts of support to the family.

Death of a Family Member of Staff or Board Member

Co-workers generally contribute privately for memorial gifts of support to the family.