

 Caring, Innovation Respect, Accountability	POLICY		Ver. 2.1
	Subject: Hospitality		Supersedes – 2014-09-30 Category: Finance
Ratified by:	Senior Leadership Team	Effective: Ratified on:	2017-08-18 2017-08-15
Review Facilitator:	Director, Financial Services	Originated on:	2011-03-08
Audience:	All Waypoint employees	Disclosure Status:	Open
Cross Reference:	Conflict of Interest ; Ethics ; Procurement Approval Authority ; Procurement of Goods and Services		

Purpose

To outline the requirements for claiming hospitality expenses at Waypoint Centre for Mental Health Care. The provisions in this policy provide for the reimbursement of reasonable hospitality expenses when employees are required to conduct business, or hold a special event (function), that will incorporate some form of hospitality.

Policy

Hospitality should be extended in an economical, consistent, and appropriate way when facilitating Waypoint business. Hospitality expenses are only reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the hospital is demonstrable.

Where hospitality events are extended by Waypoint, and where the guests include vendors (current or prospective), Directors/Managers are responsible for obtaining prior approval from Materials Management to ensure that the event does not offer, or is not perceived to offer, preferential treatment to any particular vendor.

Definition

Hospitality: The provision of food, beverage, accommodation, transportation and or other amenities at Waypoint's expense to persons who are not engaged in work for Waypoint.

Roles & Responsibilities

Acceptance of hospitality from vendors (current or prospective) may constitute a conflict of interest. Managers are responsible for ensuring that employees are aware of their conflict of interest obligations as noted in the [Conflict of Interest](#), [Procurement of Goods and Services](#) and [Ethics](#) policies.

The appearance of impropriety or favouritism must be avoided. Staff attendance on behalf of the hospital at various third party events, including but not limited to sporting events, entertainment, dinners or speaking engagements, must not violate the hospital's conflict of interest obligations, nor should such attendance appear to violate those obligations.

Guidelines

Hospitality may be extended on behalf of the hospital when:

- engaging representatives of other hospitals, the government, the broader public sector, industry, physicians, public interest groups or union representatives in discussion on hospital matters;
- sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups;
- conducting prestigious ceremonies that are attended by persons from national or international organizations, charitable organizations, government, and/or distinguished persons from the private or public sector with an understanding and appreciation of the hospital sector or the workings of the organization; and
- honouring distinguished persons from the health care sector in recognition of exceptional public service.

Hospitality must adhere to the requirements for all expenses, including;

- prior approval by the appropriate authority (see [Procurement Approval Authority](#)),
- group expenses must be claimed by the most senior person present, and
- expenses cannot be claimed by an individual that are incurred by his/her approver.

Expense submissions for hospitality for meals must include the names and titles of the persons in attendance, the organizations they represent, and the business reason for the meeting. If the amount per person exceeds the hospital's set meal allowance, an explanation must be provided. Expenses for alcoholic beverages will not be authorized.

Cross References

[Conflict of Interest](#);

[Ethics](#);

[Procurement Approval Authority](#);

[Procurement of Goods and Services](#)

Reference(s) – N/A

End of POLICY

Keywords: RES 3-276-01; speaking engagement; sponsor; ceremonies; honorarium

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