

Contact North | Contact Nord

Ontario's Distance Education & Training Network
Le réseau d'éducation et de formation à distance de l'Ontario

Financial Policy and Procedures

Originator: Director, Financial Services

Approved by: Maxim Jean-Louis, President

Effective Date: April 1, 2012

Replaces: First documented April 1, 2012

Perquisites

1.0 Policy

In accordance with the Government of Ontario's Broader Public Sector (BPS) Expense Directives, this policy establishes rules for Contact North | Contact Nord Board Members and employees for dealing with perquisites.

2.0 Definition

Perquisite - A privilege that is provided to an individual or to a group of individuals, which provides a personal benefit not generally available to others.

3.0 General

3.1 In serving the interests of Contact North, no employee shall use his/her authority of office for personal benefit. To preserve the image and integrity of the employee and the corporation, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. However, the frequency and nature of the gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts.

3.2 A perquisite is not allowed if it is not a business related requirement. The following are some examples of perquisites that are not allowed under any circumstances;

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs;
- Season tickets to cultural or sporting events, clothing allowances not related to health and safety or special job requirements;
- Access to private health clinics, medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans; or
- Professional advisory services for personal matters such as tax or estate planning,

3.3 Special attention must also be paid to potential conflict of interests as outlined in the Supply Chain Code of Ethics and the Conflict of Interest sections of Contact North's Financial Policy and Procedures. A conflict of interest exists with respect to a particular transaction when an employee can make personal gains from an outside interest by their ability to influence dealings for the corporation or when any other transaction which otherwise inhibits the impartiality of the employee's business judgment is otherwise inhibited.