

**POLICY TITLE: HOSPITALITY**

**POLICY:** New Path follows the Broader Public Sector Expenses Directive when it comes of the provision of hospitality expenses.

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**PROCEDURES:**

1. Hospitality is the provision of food, non-alcoholic beverages, accommodation, transportation and other amenities at public expense to people who are not engaged in work for New Path (i.e. employees, Board members, consultants).
2. With the approval of the Chief Executive Officer or Board Chair, hospitality may be extended in an economical and consistent manner when it facilitates the business of New Path and is considered desirable as a matter of courtesy or protocol.
3. For hospitality events where guests may include current or prospective vendors, care should be taken to avoid actual and perceived preferential treatment of any vendor.
4. Functions involving only people who are engaged in work for New Path are not considered hospitality functions. Employee appreciation/recognition events and employee retirement events (see policy 3-12 Employee Gifts and Contributions Finance Policy) are examples of expenses that do not fit the definition of hospitality. Expenses for such events will be allowable under the condition that such events are conducted with due consideration for the prudent and responsible use of taxpayer dollars, and for government direction on accountability and transparency. Costs should be minimized where ever possible with due regard for the guests' status, the size of the event and the intended business purpose.
5. Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for New Path. Gifts valued over \$30 must have prior approval of the Chief Executive Officer.

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**Approved By:**  J. McLaughlin, Manager of Finance

**Date:** January 14, 2020

**Date Reviewed:** October 28, 2025