

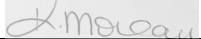
POLICY TITLE: HOSPITALITY

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

Hospitality is the provision of food, non-alcoholic beverages, accommodation, transportation and other amenities paid out of public funds to people who are not engaged in work for New Path, another BPS organization, or any organization covered by the Ontario Public Sector Travel Meal and Hospitality Expenses Directive.

PROCEDURES:

1. 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.
2. Documentation for planned hospitality events should include:
 - a. Purpose and justification of hospitality
 - b. Date(s)
 - c. Location
 - d. Hospitality provided
 - e. Attendees (name and organization)
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 New Path staff, board members or youth/family members 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 wherever 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 \$50, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for New Path. Gifts valued at over \$50 must have prior approval of the Chief Executive Officer.

Approved By:  K. Molloy, Manager of Finance

Date: January 14, 2020

Date Reviewed: October 28, 2025

Date Amended: May 12, 2026

Note: This policy will be posted on New Path's website in a format that complies with AODA standards.