



Niagara Catholic District School Board
EMPLOYEE HOSPITALITY POLICY
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: November 26, 2019

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that the employees may incur expenses related to their work for the Board. It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.

Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds, for the benefit, reception and entertainment of guests/visitors, school community members, and business partners.

The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.

The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money. These expenditures shall be reasonable, transparent, appropriate and as approved.

All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests.

Expenditures shall be reimbursed in accordance with administrative procedures established by the Director of Education.

The Director of Education will issue Administrative Operational Procedures for the implementation of this Policy.

References

- ***Niagara Catholic District School Board Policies/Procedures***
 - ***[Code of Conduct Policy \(302.6.2\)](#)***

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