



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: February 27, 2024

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that employees may incur expenses related to their employment with the Board.

It is the Policy of the Niagara Catholic District School Board that staff may provide hospitality in the course of their duties on behalf of the Board.

Hospitality is defined as the provision of food, beverages, accommodation, 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 Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive and shall assume no obligation to reimburse hospitality expenses that do not comply with this Policy.

To be approved, all expenditures shall be appropriate and made available upon request through the Freedom of Information (FOI) process.

Expenditures shall be reimbursed in accordance with the administrative operational 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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<b>Revision History:</b>	<b>December 17, 2013</b> <b>November 26, 2019</b> <b>February 27, 2024</b>