

<b>SECTION:</b>  <b>ORGANIZATIONAL                  POLICY</b>	<b>SUBJECT:</b>  <b>PERQUISITES POLICY</b>	<b>DATE: June 7, 2012</b>  <b>BOARD APPROVED:</b> June 7/2012
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**PURPOSE**

Brampton Caledon Community Living is committed to being accountable to taxpayers for the public funds it receives.

This policy sets out provisions or rules for perquisites that are allowable and those that are not and meets the requirements of the Broader Public Sector Perquisites Directive issued under the *Broader Public Sector Accountability Act, 2010*.

**APPLICATION and SCOPE**

The rules and provisions of this policy apply to all employees and board directors of Brampton Caledon Community Living

The rules set out under the Broader Public Sector Perquisites Directive do not apply to the following:

- collective agreement provisions
- insured benefits
- items generally available on a non-discriminatory basis for all or most employees (e.g., an employee assistance program, pension plans)
- employment accommodations made for human rights and/or accessibility considerations.
- expenses covered under Brampton Caledon Community Living’s Expense Policy.

**PRINCIPLES**

**Accountability**

Brampton Caledon Community Living is accountable for its use of public funds. Expenditures will be used to support our goals, mission, and vision.

## **Transparency**

Brampton Caledon Community Living is transparent to its stakeholders.

## **Value for Money**

Brampton Caledon Community Living will use its funds, including public funds, prudently and responsibly.

## **DEFINITION of PERQUISITES**

The term perquisites refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

## **PERQUISITES RULES**

1. A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.
2. The following perquisites are not allowed under any circumstance and cannot be provided by any means, including an offer of employment letter, as a promise of benefit, an employment contract, or a reimbursement of an expense:
  - club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
  - seasons tickets to cultural or sporting events
  - clothing allowances not related to health and safety or special job requirements
  - access to private health clinics or medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans
  - professional advisory services for personal matters, such as tax or estate planning
3. Only the Executive Director can approve allowable perquisites for BCCL employees and only the Executive Committee of the Board of Directors can approve allowable perquisites for the Executive Director.
4. The Human Resource Manager will maintain a record of any allowable perquisite in the employee's personnel file for verification and audit purposes.
5. The record of any allowable perquisite must demonstrate that the perquisite is a business-related requirement for the effective performance of the individual's job.

6. A summary of allowable perquisites will be posted annually on Brampton Caledon Community Living's website. No personal information will be identified in this summary.

## **GIFTS**

Brampton Caledon Community Living employees are prohibited from accepting gifts from suppliers and contractors to Brampton Caledon Community Living.

Brampton Caledon Community Living employees are prohibited from accepting cash gifts from people supported, their families, and suppliers and contractors to Brampton Caledon Community Living.

Gifts of up to \$25.00 in value can be accepted by Brampton Caledon Community Living employees from families of people supported. Gifts of this nature are to be reported to one's immediate supervisor.

## **ACKNOWLEDGEMENT OF RECEIPT OF - PERQUISITES POLICY**

I, \_\_\_\_\_ acknowledge I have read, understand and agree to follow the Perquisites Policy as outlined above.

\_\_\_\_\_  
Signature/ Employee

\_\_\_\_\_  
Signature/ Manager

\_\_\_\_\_  
Date