

Human Resources

Ornge Perquisites Policy

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| Title: | Ornge Perquisites Policy |
| Policy #: | ORNGE-HR-POL-011 R0 (Ornge Perquisites Policy) |
| Applies to: | Employees within Ornge and all its related entities, as well as Representatives acting on behalf of these entities |
| Issue Date: | June 2012 |
| Issued By: | Foster Brown |

1. Introduction

The policy applies to all employees working with Ornge, including Executives and physicians.

As outlined in the *Broader Public Sector Accountability Act, 2010* Directive, and as a result this policy, does not apply to:

- a) provisions of collective agreements;
- b) insured benefits;
- c) items generally available on a non-discriminatory basis for all or most employees (e.g., employee assistance programs, pension plans);
- d) health and safety requirements (e.g., provision of work boots);
- e) employment accommodations made for human rights and/or accessibility considerations (e.g., special workstations, work hours, religious holidays); and
- f) expenses covered under the “Ornge Broader Public Sector Expenses Directive” .

2. Background

The purpose of this policy is:

- a) to increase the level of accountability and transparency for Ornge;
- b) to establish rules regarding Perquisites where these are provided through public funds received by Ornge; and
- c) to provide Ornge with a framework for the approval and management of Perquisites.

3. Policy Statements

During the course of work or business activities, employees may be faced with the decision of whether or not to give or receive gifts, favours or hospitality. Known as perquisites, these privileges are governed by rules set out in *The Broader Public Sector Accountability Act, 2010* (“BPSAA”). The Act defines a perquisite as a privilege that:

- a) is provided to an individual or group of individuals;
- b) provides a personal benefit; and
- c) is not generally available to others.

The Act requires designated broader public sector organizations, including public hospitals, to establish rules regarding perquisites. This policy sets out Ornge’s Perquisite rules in order to comply with the BPSAA.

3.1 Non-Allowable Perquisites

The following Perquisites will **NOT** be allowable under any circumstances:

- a) club memberships for personal recreation or socializing purposes (e.g., golf clubs, fitness clubs, social clubs);
- b) season tickets to sporting or cultural events;
- c) clothing allowances not related to special job requirements or health and safety;
- d) access to private health clinics – medical services provided outside the provincial health care system or Ornge’s group insured benefit plans; and
- e) professional advisory services for personal matters (e.g., tax or estate planning services).

These Perquisites may not be provided by any means, including offer of employment letters (as a promise or benefit), employment contracts or as reimbursements of an expense.

3.2 Allowable Perquisites

An Allowable Perquisite is one that is demonstrated to be a **business-related requirement** for the effective performance of an individual’s job. Only in these limited and exceptional circumstances will the Perquisite be allowed. A Perquisite is not an Allowable Perquisite if it is not a business-related requirement.

3.3 Gift or Favours of Nominal Value

Ornge employees may give or receive non-monetary, token favours of nominal value as part of ongoing business relationships for example, in recognition of service on a committee or for speaking at an event such as a conference. It is inappropriate to accept or give a gift or favour of more than nominal value. Gifts and favours of nominal value includes but is not limited to promotional items such as key chains, baseball caps, diaries and coffee mugs. Employees should take into account the potential for the perception of preferential treatment if the organization or individual offering a gift, favour or hospitality is or may become a supplier of goods or services to Ornge.

In the event an employee is offered a gift of more than nominal value, the employee must refuse or return it to the giver in a tactful, dignified and respectful manner and courteously inform the giver of this policy. In doing so,

employees should be sensitive to cultural norms where declining a gift may be misunderstood as disrespectful of the giver.

3.4 Hospitality

Employees may accept or provide occasional meals if there is an appropriate business reason. An employee accepting or providing any hospitality beyond an occasional meal should advise their immediate supervisor.

4. Roles and Responsibilities

All allowable perquisites greater than nominal value shall be approved by the Chief Executive Officer (“CEO”) or designate and/or the Board as appropriate. Individuals seeking the approval of a Perquisite must submit a formal request in writing to the Ornge’s Chief Executive Officer, setting out a description of the Perquisite, the cost of the Perquisite and a description of why the Perquisite is a business-related requirement for the effective performance of the Applicant’s job. The CEO or designate shall provide written notification to the Applicant by returning a copy of the formal request to the Applicant, notifying the Applicant as to whether the Perquisite has been approved as an Allowable Perquisite or declined. In the event a Perquisite is approved as an Allowable Perquisite, the Applicant shall forward to the Finance Department copies of all invoices and/or receipts provided to the Applicant in relation to the Perquisite (“Perquisite Payment Information”).

A record of all Perquisite information for individuals, including a copy of the Request and Perquisite Notification, Perquisite Payment Information, and any other relevant materials shall be kept on file in the Finance Department.

All renewals of Allowable Perquisites shall be approved by the CEO or designate and/or the Board as appropriate. Individuals seeking the renewal of an approved Allowable Perquisite (e.g., annual renewals of fees/memberships) shall submit a request in writing to the CEO. The CEO or designate shall provide written notification to the Applicant by returning a copy of the Renewal Request to the Applicant, notifying the Applicant as to whether the Allowable Perquisite has been approved for renewal.

Please forward any comments to:

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