



Section:	Administration	Approval Date: Nov. 1, 2018
Policy:	Perquisite Directive Policy	Effective Date: Nov. 1, 2018
Policy N°	E-16	Pages: 2 Revision Date:

POLICY:

Montage Support Services will abide by the Broader Public Sector Perquisites Directive issued by the Government of Ontario's Management Board of Cabinet under the authority of the Broader Public Sector Accountability Act, 2010, (Section 12).

PURPOSE:

The purpose of this policy is to set out the rules on perquisites through public funding. The directive provides for accountability and transparency, and to ensure that government funds are used prudently and responsibly. This policy applies to all employees, board members, appointees, consultants, contractors, vendors, students and volunteers.

DEFINITION:

A perquisite (or perk) is an item of value which is provided to an individual or to a group of individuals, who have decision making influence over a good or service being procured. Accepting such item of value could be seen as a personal benefit which is not generally available to others at Montage.

PRINCIPLES:

- 1) Accountability: Montage Support Services is accountable for its use of public funds. All expenditures support business objectives.
- 2) Transparency: Montage Support Services is transparent to all stakeholders. The rules for perquisites are clear and easily understood.
- 3) Value for Money: Montage Support Services ensures that taxpayer dollars are used prudently and responsibly.

PROCEDURES:

Montage Support Services does not allow the acceptance of any perquisite (perks) from any supplier, resident, support service consumer, or consultant by our board members, managers, employees, or volunteers. Montage will develop and make available this policy and statement communicating that no perquisites may be provided to any members of Montage including board

members, managers, employees, and volunteers.

Any exceptions to this policy must be with the approval of the Montage Chief Executive Officer. An exception can be made only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.

The following items are prohibited by this policy:

- 1) club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs, or social clubs
- 2) season tickets to cultural or sporting events
- 3) clothing allowances not related to health and safety or special job requirements
- 4) access to private health clinics – medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans
- 5) professional advisory services for personal matters, such as tax or estate planning.

The privileges mentioned above cannot be provided by any means, including:

- 1) An offer of employment letter, as a promise of a benefit.
- 2) An employment contract.
- 3) A reimbursement of an expense.

The following items are not considered perquisites in this policy:

- 1) items generally available on a non-discriminatory basis for all or most employees
- 2) health and safety requirements (e.g. provisions of work boots)
- 3) employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays)
- 4) approved expenses that are outlined and covered under Montage's expense policy on travel, meals and hospitality

In the event you cannot return the perk, then it must be disclosed to the Montage Chief Executive Officer who will render a binding decision.

EVALUATION:

This policy will be evaluated and reviewed annually by management.

REFERENCES:

www.fin.gov.on.ca/en/bpssupplychain/documents/bps_perquisites_directive.html