


MICS GROUP OF HEALTH SERVICES... Administration/ Policy/Directive	TOPIC: Hospitality	NUMBER: FIN-580
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	AUTHORITY: Chief Executive Officer	
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HOSPITALITY

POLICY

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the hospital's expense to persons who are not engaged in work for the hospital.

Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate corporate hospital business or is considered desirable as a matter of courtesy.

Considered under the function of "hospitality", alcohol may be approved by the CEO, Board Chair or Vice Chair. If such approval is issued, the approving individual will place limitations on the amount which shall be reimbursed. A detailed invoice with explanation must be attached to the expense report. The CEO must be advised when any such event has been authorized to include alcohol.

Specifically, hospitality may be extended on behalf of the hospital when:

- i) Engaging representative of other hospitals, the government, the broad public sector, industry, public interest groups or union representatives in discussion of hospital matters
- ii) Sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups
- iii) Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the hospital sector or workings of the organization
- iv) Honouring distinguished persons from the health care sector in recognition of exceptional public service and
- v) Conducting prestigious ceremonies that are attended by government, and/or distinguished persons from private or public sector
- vi) Any such other hospital social events as approved by the Board Chair, Vice Chair or the CEO

Where hospitality events are extended by the hospital, and where guests include vendors (current or prospective), approval must be given by the CEO in order to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor.