

**POLICY**

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| Policy Title | Training hospitality policy |
| Category | Finance Policy: Travel, Meal and Hospitality Expenses |
| Sub-Category | Broader Public Sector Expenses Directives Q&A |
| Effective Date | August 27, 2024 |

## Purpose This policy establishes guidelines for training hospitality to ensure a positive participant experience and consistent practices across agency events, while staying within [Broader Public Sector Expenses Directive 2020](https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020).

## PolicyFamily and Children’s Services of the Waterloo Region recognizes that attendance at training is an important developmental need. Refreshments provided during agency-led training events support staff focus by offering breaks. To align with the Public Sector Expenses Directive, FACS Waterloo provides limited refreshments for internal staff training only. This policy does not extend to training or support groups for foster, kin, adoptive parents, or volunteers.

## Procedure

Provision of refreshments at internal staff training events is supported within the following guidelines:

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| Training duration of 2 hours or less | * No refreshments will be provided
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| Training duration of a ½ day or more | * Coffee, tea, water and juice may be provided through Human Resources
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| Training duration of 1 or more days | * Coffee, tea, water and juice may be provided through Human Resources
* Snacks may be provided through Human Resources (pre-purchased snacks like granola bars, fruit)
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| Training of any duration which is of significance \*\* | * In addition to drinks and snacks, lunch may be provided by an external party if approved by the Senior Leadership team and/or the Director of Operations
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\*\*May include all staff training events or when implementing a key strategic initiative

Human Resources will procure non-perishable refreshments (e.g., granola bars, gluten-free options, coffee, tea, juice) to minimize costs and accommodate dietary needs. When possible, they will also assist with event setup and purchase perishable items. All refreshment expenses will be approved by the Supervisor of Staff Wellness and Professional Development to ensure compliance with guidelines.

## Definitions

The following are terms that are key to understanding this policy.

| Term | Definition |
| --- | --- |
| Procure | To obtain or acquire something, especially through planning or effort. It implies a more deliberate or formal process than simply getting or buying something. |
| Dietary Needs | The specific food requirements or restrictions of an individual. These can be based on factors such as:* **Allergies or intolerances:** People with allergies or intolerances may need to avoid certain foods to prevent adverse reactions.
* **Medical conditions:** Certain medical conditions may require specific dietary adjustments or restrictions.
* **Personal preferences or beliefs:** Some people may choose to follow particular diets for personal or religious reasons.
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| Host | The person who organizes or leads an event. |
| Snack and Refreshments | Host will request items with cost efficiency in mind and final selections will be made by executive admin with collaboration with finance. |

## Related Procedures

Purchasing From Costco with Instacart for Fresh Produce- For HR And Executive Admin Team

Purchasing From Costco Website- for HR, Executive Admin Team and Finance

## References

[302 Finance Policy](https://facswr.sharepoint.com/%3Aw%3A/r/sites/EmployeeInformation/_layouts/15/Doc.aspx?sourcedoc=%7B5F5D470C-4E9B-4F81-B330-771128BE6479%7D&file=302%20Finance%20Policy%20-%20Copy.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

[Broader Public Sector Expenses Directive 2020](https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020)

[Travel, Meal and Hospitality Expenses Directive: 7.0 Hospitality](https://www.ontario.ca/page/travel-meal-and-hospitality-expenses-directive#section-6)

## Revision History and Approvals

The following is a history of revision to and approvals of this policy.

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| Original approval date |  | Approved by |  |
| Revision date: |  | Approved by: |  |
| Revision date: |  | Approved by: |  |