



## Perquisites

**Issued By:** Leadership Team  
**Approved By:** Christine Vallis-Page, CEO

**Effective Date:** June 11, 2024  
**Next Review Date:** June 11, 2026

### 1 PURPOSE

- 1.01 To set out rules and principles.
- 1.02 Provide a framework of accountability and transparency to guide the effective oversight of public funds in the reimbursement of expenses that support Agency objective.
- 1.03 Ensure that E3 complies with the Broader Public Sector Directive.

### 2 SCOPE

- 2.01 A perquisite is allowable 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 are examples of perquisites that are not allowed under any circumstances:

- 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-medical services outside those provided by the provincial health care system or by group insured benefits plans.
- Professional advisory services for personal matters such as tax or estate planning.

The above perquisites are not to be offered or allowed by any means including:

- An offer of employment letter, as a promise to a benefit.
- An employment contracts.
- A reimbursement of an expense.

### 3 POLICY

- 3.01 The purpose of this policy is to establish rules with respect to staffperquisites. This policy is based upon three (3) key principles:

#### *Accountability*

E3 Community Services is accountable for its use of public funds. All expenditures are required to support our business objectives.



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### *Transparency*

E3 Community Services is transparent to all its stakeholders. The rules for perquisites are clear, easily understood, and available to the public.

### *Value for Money*

E3 Community Services utilizes taxpayer dollars prudently and responsibly.

Failure to comply with this policy may result in failure for the organization to meet its obligations under the Broader Public Sector Accountability Act, 2010.

## **4 DEFINITIONS**

- **Perquisites** - or perks, refers to a privilege that is provided to an individual or to a group of individuals that provides a personal benefit(s) not generally available to others.
- **Staff** - includes employees, students and professional staff of the organization, members of the Board of Directors and volunteers.

## **5 RESPONSIBILITY**

### **5.01 CEO / Board Chair**

CEO / Board Chair is responsible for:

- a) an allowable perquisite must be approved in writing.

### **5.02 People & Culture**

People & Culture is responsible for:

- a) a written approval for an allowable perquisite must be maintained by People & Culture.

- 5.03 This policy is posted on the organization's website. In April of each year, any allowable perquisite(s), excluding personal information will be posted on the organization's website.



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## 6 LIMITS

6.01 This policy is not applicable in the following:

- Provisions of collective agreements.
- Insured benefits.
- Items generally available on a non-discriminatory basis for all or most employees (e.g. an employee assistance program or pension plan).
- Health and safety requirements (e.g. provisions for safety boots).
- Employment accommodations made for human rights or accessibility considerations (e.g. special workstations, work hours, religious holidays).
- Expenses covered under the Organization's Travel and Expense Policy.

## 7 PROCEDURE

N/A

## 8 REFERENCES and RELATED STATEMENTS OF POLICY

N/A

## 9 ATTACHMENTS

N/A