



Perquisites Policy

Category: Financial;

Jurisdiction: Vice President, Administration and Finance; Board Finance & Operations Committee;

Approval Authority: Board of Governors;

Established on: March 31, 2012;

Amendments: None.

1.0 POLICY:

1.1 In with accordance the new Broader Public Sector (BPS) Expense Directives, this policy establishes rules for Lakehead University employees for dealing with perquisites. The requirements set out in this document raise the level of accountability and transparency for designated BPS organizations and contributes to a greater alignment with the high standards expected in ministries and agencies of the Government of Ontario.

2.0 DEFINITIONS:

2.1 Perquisite - A privilege that is provided to an individual or to a group of individuals, which provides a personal benefit not generally available to others.

3.0 GENERAL

3.1 In serving the interests of the University, no employee shall use his/her authority of office for personal benefit. To preserve the image and integrity of the employee and the University, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. However, the frequency and nature of the gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a

consequence of accepting such hospitality or gifts. Further information can be obtained from sub-section 2.1.4.5 of Lakehead University's Employee Code of Conduct (<http://policies.lakeheadu.ca/policy.php?pid=212>).

3.2 A perquisite is not allowed if it is not a business related requirement. The following are some 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,
- Season 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 the employer's group insured benefit plans,
- Professional advisory services for personal matters such as tax or estate planning,

3.3 Special attention must also be paid to potential conflict of interests as defined in subsection 6.1 of Lakehead University's Procurement Policy. A conflict of interest exists with respect to a particular transaction when an employee can make personal gains from an outside interest by their ability to influence dealings for the University or when any other transaction which otherwise inhibits the impartiality of the employee's business judgment is otherwise inhibited.

3.4 For additional information please refer to Lakehead University's Conflict of Interest Policy (<http://policies.lakeheadu.ca/policy.php?pid=36>), and the Employee Code of Conduct (<http://policies.lakeheadu.ca/policy.php?pid=212>).

3.5 Vice-President (Administration & Finance) will review this policy within three years to determine whether amendments are necessary.

Review Period: 3 years;

Date for Next Review: 2021-2022;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.