



Policies and Procedures Manual

Policy Title Perquisites **Date** July 25, 2011

Sect No. 18 Compliance **Rev No.** Final

Approvals

Reviewed	Approved	
Program Manager <i>(signature)</i>	Program Director <i>(signature)</i>	CEO <i>(signature)</i>
Date (m/d/y) :	Date (m/d/y) :	Date (m/d/y) :

A *perquisite is a ‘perk’ provided to an employee that does not enhance the performance of the employees work or organization directly and refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

Rationale

Compliance to the Broader Public Sector Accountability Act, 2010 and Directives from the Management Board of Cabinet ensures accountability and transparency for Public Sector funds.

Policy

SHIP will comply with the Broader Public Sector Accountability Act, 2010 and the Directives from the Management Board of Cabinet (see attached – Public Sector Perquisites Directive, Management Board of Cabinet).

It is the responsibility of the Chief Executive Officer to ensure compliance to BPS Act and Directives including but not limited to accountability, approvals, record keeping and developing summary information on how this information will be made available annually.

Procedures

Perquisites will not be allowed if they are not directly related to the business of the organization.

Any request for a perquisite must be submitted to the office of the CEO outlining a rationale for the benefits to the operation of the organization.

Only when exceptional circumstances are identified and the perquisite is required for the effective performance of an individual’s job will the perquisite be approved by the Chief Executive Officer.



SHIP (SUPPORTIVE HOUSING IN PEEL)
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Any prerequisite for the Chief Executive Officer must be approved by the Executive Committee of the Board of Directors.

Cross-reference to Related Policies		Date	
Related Forms		Date	