

OACAS PERQUISITES POLICY

PURPOSE

This policy sets out the Ontario Association of Children's Aid Societies (OACAS) rules on perquisites.

DEFINITION:

A perquisite (or perk) is 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.

PRINCIPLES:

This policy is based on three key principles:

a) Accountability

Organizations are accountable for their use of public funds. All expenditures support business objectives.

b) Transparency

Organizations are transparent to all stakeholders. The rules for perquisites are clear and easily understood.

c) Value for Money

Taxpayer dollars are used prudently and responsibly.

APPLICATION AND SCOPE

The Ontario Association of Children's Aid Societies does not allow any perquisite (perks) to our Board members, employees or volunteers. A statement stating that no perquisites are provided will be made available to the public on the OACAS website.

Any exceptions to this policy must be with the approval of the OACAS Executive Director. An exception can be made 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.

a) These procedures apply to:

- i. Board members,
- ii. Employees, and
- iii. Volunteers and students

b) These procedures do not apply to:

- iv. insured benefits
- v. items generally available on a non-discriminatory basis for all or most employees (e.g. an employee assistance program, pension plans)

- vi. health and safety requirements (e.g. provisions of work boots)
- vii. employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays)
- viii. Expenses covered under an organization's rules on travel, meals and hospitality (established in accordance with the BPS Expense Directive)

OACAS will not purchase any of the following perquisites under any circumstances nor by any means (e.g. Offer of employment letter, a promise of a benefit, an employment contract, or a reimbursement of an expense):

- d) Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs, or social clubs
- e) Season tickets to cultural or sporting events
- f) Clothing allowances not related to health and safety or special job requirements
- g) 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
- h) Professional advisory services for personal matters, such as tax or estate planning.