

Non-core events policy

Effective date

This policy is effective September 1, 2017.

Scope

This policy applies to all employees and non-employees who are planning or participating in an FCC non-core event.

Policy objective

FCC supports non-core events that further communication within and between business units, promote employee learning and productivity, and foster team spirit through volunteer and other activities.

Policy statement

FCC designates events as core or non-core.

- Core events are operational activities that are necessary to deliver FCC's core mandate and priorities and other divisional programs and support services needed to successfully facilitate business. For individuals, operational activities are those activities undertaken in the performance of their assigned duties, as set out in job profiles, terms of reference, statements of work or other like documents.
- Any gatherings of individuals, where the purpose is not to conduct operational activities, are defined as non-core events.

Refer to the Eligible Non-Core Events and Expenses page and/or the [FCC Events Decision Tree](#) document for more information on what constitutes a non-core event.

Employees and managers must use professional judgment whenever they spend FCC funds. When planning non-core events, the meeting or event organizer must question all costs as they are planned and before they are incurred to determine the potential impact on FCC's reputation, whether the expense represents an appropriate use of FCC funds and what portion, if any, will be paid by FCC.

Vice-Presidents must ensure that the number of employees travelling to or participating in a non-core events is kept to the minimum number possible to meet business needs.

All costs associated with non-core events must be estimated and the overall event pre-approved before it occurs. Refer to the Eligible Non-Core Events and Expenses page for more information.

The total cost of non-core events must be planned, using Form 3901 – Request for Event Authorization, and pre-approved as follows:

If	Then the event must be pre-approved by
The total event costs are \$500 or less and no hospitality will be provided	The Manager with budget signing authority
<p>The total event costs are between \$500 and \$25,000</p> <p>or</p> <p>Hospitality (meals and/or refreshments) will be served and the total cost will be \$3,000 or less</p> <p>or</p> <p>Hospitality will be provided and the food and beverage costs are within the applicable meal allowance rate for internal hospitality or the standard cost per person for external hospitality</p>	The respective Vice-President
<p>The total event costs are between \$25,000 and \$50,000</p> <p>or</p> <p>Hospitality (meals and/or refreshments) will be served and the total cost is expected to exceed \$3,000</p> <p>or</p> <p>The food and beverage costs exceed the applicable meal allowance rate for internal hospitality or the standard cost per person for external hospitality</p> <p>or</p> <p>Alcohol or entertainment will be provided</p> <p>or</p> <p>Hospitality paid by FCC will be extended at the residence of an FCC employee</p> <p>Or</p> <p>Hospitality paid by FCC will be extended to spouse or partner of an FCC employee</p>	The President and CEO
The total event costs are over \$50,000	The Chairman of the Board

Meals and/or refreshments will **not** be provided during regular business meetings or employee-only events. These meetings and events must be scheduled to allow for appropriate coffee breaks and one-hour lunch breaks to provide employees with time to obtain their own refreshments and/or lunch.

Meals and/or refreshments will be provided on an exception basis, with the pre-approval of the respective Vice-President, when employees are required to:

- participate in operations, business meetings, training or events before normal working hours or work through normal refreshment and/or meal breaks to keep the business agenda moving forward
- remain onsite because:
 - the meeting or event is at a location where there are no near-by or appropriate facilities to obtain meals or refreshments
 - the number of participants mean it is not effective or efficient for employees to leave the venue to obtain meals or refreshments
 - they are participating in a full-day volunteer activity, such as with the food bank or at a local Habitat for Humanity build
- be part of an event or FCC-hosted conference that includes participants that are non-FCC employees

When business meals and/or refreshments are provided, the total cost, including tips and taxes, must not exceed FCC's meal allowance rates for internal hospitality or the standard cost per person for external hospitality, as listed on the current Meal and Incidental Rates page.

Note: Business meals exceeding this amount must be approved by the President and CEO.

Expenses related to a non-core event must be:

- paid and claimed by the most senior FCC person present at the meeting or event
- supported by actual receipts, as required
- approved by the Senior Vice-President and Controller if the President and CEO was in attendance

Employees must adhere to FCC's Code of Conduct and Ethics when attending internal business meetings and employee-only events.

Policy exceptions and compliance

The Executive Vice-President and Chief Human Resources Officer can authorize policy exceptions.

Failure to comply with this policy may result in repercussions up to and including dismissal. If a criminal offense has been committed, it may result in criminal prosecution or civil liability.

Policy review and approval

The Senior Workforce Planning Manager is responsible for reviewing this policy every two years. The Executive Vice-President and Chief Human Resources Officer is responsible for the approval of the policy and any amendments.

Policy maintenance

The Senior Workforce Planning Manager is responsible for policy maintenance and administration.

Eligible non-core events and expenses

Eligible non-core events

Non-core events include, but are not limited to:

1. Employee-only events and other activities and celebrations that could be perceived as social activities, such as:
 - centre of influence (COI), customer and industry association golf events
 - team-building activities with a cost to FCC, such as team attendance at Agribition
 - volunteer activities that support FCC's community investment focus
 - retirement, seasonal and other celebrations
2. Business meals and other forms of hospitality.
3. External conferences and other learning events not identified as required learning in the Learning Management System, such as:
 - SAP, Oracle, Talent Summits or Advancing Women Conference (Women in Ag)
 - Presentation Boot Camp or Facilitating Meeting Effectiveness
 - Informational webinars delivered by organizations such as the Conference Board of Canada
 - Toastmasters
 - university or college courses that support employee development or help the employee meet the requirements for other roles
 - professional association conferences, meetings or luncheons

Note: Professional association events which provide the hours needed to maintain professional designations required for an employee's role are considered core events.

Employee-only events

Employee-only events can be held to strengthen relationships among team members and can include, but are not limited to:

- events with an expressed work purpose linked to FCC's mandate or focus that:
 - communicate important information
 - create an opportunity for a team to work together on a particular task
 - expand employee knowledge through an agricultural or other work-related tour
 - build self-awareness or team cohesion through facilitated workshops such as Myers Briggs Type Indicator (MBTI) or Strengths Deployment Inventory (SDI)
- volunteer activities that support FCC's community investment focus, such as with the food bank or participating in a local Habitat for Humanity build
- short celebrations during normal working hours; however, hospitality (meals and refreshments) will not be provided at FCC's expense. Examples include:
 - when important project milestones are reached or other significant work-related accomplishments beyond those that are normally expected are achieved
 - to celebrate seasonal holidays or events

- to welcome a new employee to the team, recognize a team member's long service or bid farewell to an employee leaving the team or FCC

Eligible expenses

Eligible expenses associated with non-core events include:

- facility or venue costs and audio-visual equipment
- speaker fees and other professional service charges
- participant travel (transportation, accommodation, meals, etc.)
- taxes, gratuities and service charges
- print material, interpretation services and other costs relevant to the event
- conference or course fees and related materials
- tickets to charitable events that support FCC's community investment focus
- team workshop or individual learning materials
- transportation to and from a function
- incidentals such as entry fees

Expenses associated with non-core events that **are not** eligible for reimbursement include, but are not limited to:

- meals and/or refreshments (the meeting or event should be scheduled to provide employees with time to obtain their own refreshments and/or lunch), unless provided on an exception basis
- tickets to sporting events, cultural events that are outside of an FCC initiative or focus, or tourist attractions
- visits to historical sites, art galleries or spas
- social activities, such as cooking events, escape rooms, scavenger hunts, bowling, mini-golf, billiards, paintball, go-carting and zip-lining
- alcohol
- gifts, gift certificates or prizes for employees
- expenses incurred by an employee's spouse or partner

Although these types of expenses will not be reimbursed by FCC, the employee-only event may proceed during work hours if employees pay their own cost or admission and the event has been pre-approved by the Vice-President.

Business meals and refreshments

Business meetings and employee-only events must be scheduled to allow for appropriate refreshment breaks and one-hour lunch breaks to provide employees with time to obtain their own refreshments and/or lunch.

Note: Employees on travel status can claim their meal expense as the applicable meal allowance. Employees in their home location can do what they normally do for lunch.

Meals and/or refreshments will be provided on an exception basis, with the pre-approval of the respective Vice-President, when employees are required to:

- participate in operations, business meetings, training or events before or after normal working hours or work through normal refreshment and/or meal breaks to keep the business agenda moving forward
- remain onsite because:
 - the meeting is at a location where there are no near-by or appropriate facilities to obtain meals or refreshments
 - the number of participants means it is not effective or efficient for employees to leave the venue to obtain meals or refreshments
 - they are participating in a full-day volunteer activity, such as with the food bank or at a local Habitat for Humanity build
- be part of an event or FCC-hosted conference that includes participants that are non-FCC employees

When pre-approved business meals are provided, the total cost, including tips and taxes, should not exceed FCC's meal allowance for internal hospitality or the standard cost per person for external hospitality, as listed on the current Meal and Incidental Rates page. The actual amount shown on the receipt must be claimed.

Note: Business meals exceeding this amount will be approved at the discretion of the President and CEO.

If a pre-approved business meal includes employees on travel status and employees in their home location, the most senior manager in attendance can either:

- pay for the entire group and claim it as a business meal (code 8712), or
- have everyone, including those not on travel status, pay for their own meal and individually claim the expense, up to the meal allowance

Note: Employees who are not on travel status must submit their expense with the receipt attached. Employees on travel status will claim the meal per diem unless the meal cost exceeds the applicable meal allowance. In this case, the employee must submit their expense (with receipt for the actual meal cost attached) to the President and CEO for approval.

Receipts are required:

- if employees are expensing their meal as a business meal (code 8712)
- if an employee is paying for an entire group's business meal or claiming the meal costs for an employee-only event (code 8703)

Note: If an employee is claiming meal expenses for 10 people or fewer, he or she must provide the name of each person included under the claim. If the claim is for more than 10 people, the employee should only list the number of people.

- for snacks and refreshments (fruit, coffee, juice, pop, etc.) served during an internal business meeting or employee-only event

If an employee takes another employee out for a business meal, the employee must obtain pre-approval from his or her Vice-President before expensing the meal.

Location

Hospitality expenses will typically be incurred at a restaurant or catered event. Hospitality may also occur in a private residence or less formal setting. Expenses incurred in such situations are reimbursable as long as they have been pre-approved by the President and CEO.

Note: Food, beverages and disposable or rented service ware directly related to the event may be reimbursed.

External hospitality – Food and beverages

When planning external hospitality expenditures, employees must adhere to the following:

- Food and beverages can only be provided in accordance with the standard per person cost limits noted below. These limits are based on the allowances set out in the *National Joint Council Travel Directive* and reflect per person hospitality costs provided per meal type over the course of a single day and per serving for refreshments.
 - The standard cost per person is the expected meal cost in normal circumstances. This expense must be pre-approved by the respective Vice-President.
 - The cost per person may only exceed the standard cost in exceptional circumstances as determined by the type of event, the status and nature of the participants and for reasons of courtesy, diplomacy and/or protocol. These expenses must be approved by the President and CEO. A detailed receipt must be provided.

Actual costs for each host or guest should not exceed the following per meal and daily allowances (including tips and taxes), and as listed on the current Meal and Incidental Rates page:

Food and beverages	Standard cost per person
Breakfast	1.5 x Breakfast Allowance
Refreshment	0.5 x Breakfast Allowance
Lunch	2.0 x Lunch Allowance
Reception	2.0 x Breakfast Allowance
Dinner	1.75 x Dinner Allowance

Employees must claim the actual amount indicated on the receipt. Business meals exceeding this amount will be approved at the discretion of the President and CEO.

The FCC host is responsible for:

- keeping meal costs, including the tip and taxes, within the standard cost per person
- paying all meal costs, even if they exceed the allowance, before leaving the establishment

Note: Meal costs above the standard cost per person will be reimbursed at the discretion of the President and CEO.

Alcohol

Alcohol is acceptable at employee-only events provided its use is consistent with the Consumption of Alcohol policy and:

- it is not served on FCC premises
- the facility is suited to serve both alcoholic and non-alcoholic beverages and employees understand they have no obligation to consume alcohol as other beverage options are available
- it is deemed appropriate within the context of the event and is not harmful to FCC's business reputation
- it is purchased by employees, not by FCC
- it is consumed in moderation and employees conduct themselves responsibly and respectfully
- employees who consume alcohol do not return to the workplace
- where alcohol is served, managers have the discretion to make taxi vouchers available

Pre-approval requirements for non-core events and expenses

When planning a non-core event, event organizers must:

- consider the reputation risk to FCC, including the time of day the event is held, the level of privacy offered by the location and whether the event could withstand public, media or stakeholder scrutiny
- question all costs as they are planned and before they are incurred to determine the potential impact on FCC's reputation and whether the expense represents an appropriate use of FCC funds
- remember that information associated with an event and its related costs, may be made available to the public

Non-core events that are held on FCC premises or offsite and have no added cost to FCC should be discussed with a Director or Vice-President but can proceed without any formally documented pre-approval.

Pre-approval requirements for non core-events

Non-core events with costs to FCC have the following pre-approval requirements:

- Event organizers must complete Form 3901 – Request for Event Authorization to estimate all event costs, including a high level estimate by expense type for all employee travel
- Event organizers must complete Form 3902 – Third Party Travel Authorization on behalf of any non-employees (external presenters, customers, etc.) travelling to the event where FCC is paying their travel costs.
- Employees incurring travel costs must complete a Travel Authorization if they are:
 - travelling outside of their local travel area
Note: Refer to the Travel and Expense policy for more information on employee local travel areas.
 - travelling by means other than ground transportation
 - staying for more than two overnight stays

Conferences and other learning events

Conferences, learning events or eLearning activities with costs to FCC must be pre-approved, even when participation is local or within an FCC office.

The event organizer or employee must complete:

- Form 3901 – Request for Event Authorization when FCC will be invoiced for conference, course fee or costs to bring an external presenter in to FCC and professional fees will be incurred
- a Travel Authorization if the event organizer or employee intends on paying the conference or registration fee directly and submitting an expense report to seek reimbursement

Pre-approval requirements for internal or external hospitality expenses

Decisions to offer hospitality (meals and/or refreshments) to employees and/or guests must be carefully considered and demonstrate the necessity based on the circumstances and/or courtesy, diplomacy or protocol.

Note: Meals and/or refreshments will **not** be provided during regular business meetings. These meetings must be scheduled to allow for appropriate coffee breaks and one-hour lunch breaks to provide employees with time to obtain their own refreshments and/or lunch.

In exceptional circumstances, and with the pre-approval of the Vice-President, employees in their home location may be provided with a meal and/or refreshments, when:

- the business meeting begins before normal working hours (breakfast)
- they are **required** to work through normal meal breaks (lunch and supper) while meeting with customers, partners or centres of influence (COIs), or when the business meeting agenda with other employees continues through the meal and/or refreshment break
- there are no nearby or appropriate facilities to obtain meals or refreshments
- the number of participants makes it ineffective or inefficient for employees to leave the venue to obtain meals or refreshments

If the only expense for a non-core event is the provision of hospitality (meals and/or refreshments), these costs must be pre-approved by the Vice-President or President and CEO before the event occurs.

When business meals and/or refreshments are provided, the total cost, including tips and taxes, must not exceed FCC's meal allowance rates for internal hospitality or the standard cost per person for external hospitality, as listed on the current Meal and Incidental Rates page.

Note: Business meals exceeding this amount will be approved at the discretion of the President and CEO.

The event organizer or employee must complete:

- Form 3901 – Request for Event Authorization if FCC will be invoiced for the meals and/or refreshments.
- a Travel Authorization if the event organizer or employee intends on paying the meal or refreshment costs directly and submitting an expense report to seek reimbursement

Pre-approval for hospitality (meals and/or refreshments) costs is as follows:

If	Then the approver is
<p>Meals and/or refreshments will be provided to employees</p> <p>And</p> <p>The food and beverage costs are within the applicable meal allowance rate for internal hospitality</p> <p>Or</p> <p>The food and beverage cost is within the standard cost per person for external hospitality</p> <p>Or</p> <p>The total expected costs associated with the internal or external hospitality (meal and/or refreshment) costs will be \$3,000 or less</p>	<p>The respective Vice-President</p>
<p>The hospitality (meal and/or refreshment) costs are expected to exceed \$3,000</p> <p>Or</p> <p>The food and beverage costs exceed the applicable meal allowance rate for internal external hospitality</p> <p>Or</p> <p>The food and beverage costs exceed the standard cost per person for external hospitality</p> <p>Or</p> <p>If alcohol or entertainment will be provided</p> <p>Or</p> <p>The hospitality paid by FCC will be extended at the residence of an FCC employee</p> <p>Or</p> <p>Hospitality paid by FCC will be extended to spouse or partner of an FCC employee</p>	<p>The President and CEO</p>

Note: Expenses related to a non-core event, with the exception of travel, cannot be pre-approved by an individual who plans to be in attendance at the event and must be reassigned to a higher level of authority for pre-approval.

Planning and obtaining pre-approval for a non-core event

When planning a non-core event, employees must consider the reputation risk to FCC, including the time of day the event is held, the level of privacy offered by the location and whether the event could withstand public, media or stakeholder scrutiny. Employees are reminded that information associated with an event and its related costs, may be made available to the public.

Non-core events must be pre-planned and all associated costs must be pre-approved before the event occurs.

- Event organizers must complete Form 3901 – Request for Event Authorization to estimate all event costs, including a high level estimate by expense type for all employee travel.
- Event organizers must complete Form 3902 – Third Party Travel Authorization, on behalf of any non-employees (external presenters, customers, etc.) travelling to the event where FCC is paying their travel costs.
- Employees incurring travel costs must complete a Travel Authorization if they are:
 - travelling outside of their local travel area
 - travelling by means other than ground transportation
 - staying for more than two overnight stays

Refer to the Travel and Expense policy for more information on employee local travel areas.

Planning and obtaining pre-approval for a conference or learning event

Conferences, learning events or eLearning activities that have a cost to FCC must be pre-approved, even when participation is local or within an FCC office.

- Event organizers must complete Form 3901 – Request for Event Authorization when FCC will be invoiced for conference, course fee or costs to bring an external presenter in to FCC and professional fees will be incurred
- Event organizers must complete Form 3902 – Third Party Travel Authorization, on behalf of any non-employees, such as external presenters, travelling to the event where FCC is paying their travel costs.
- Employees must complete a Travel Authorization if the event requires them to:
 - travel outside of their local travel area
 - travel by means other than ground transportation
 - stay for more than two overnight stays

Refer to the Travel and Expense policy for more information on employee local travel areas.

- pay the conference, registration or other fees directly and the employee will submit an expense report to seek reimbursement