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<th>Policy Number:</th>
<th>7-05</th>
<th>Section:</th>
<th>Finance</th>
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<tr>
<td>Subject:</td>
<td>Expenses Policy (BPSAA) (Travel, Meal &amp; Hospitality)</td>
<td>Board Approval Signature (page 15)</td>
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<tr>
<td>Effective Date:</td>
<td>April 1, 2012</td>
<td>Revision Date:</td>
<td>January 3, 2017</td>
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The Infrastructure Health & Safety Association ("IHSA") is bound by the Broader Public Sector Expense Directive issued by the Management Board of Cabinet under the authority of the Broader Public Sector Accountability Act, 2010 and/or the terms of the CUPE Local 3585 Collective Agreement. Accordingly, the IHSA has established expense rules that are applicable to all travel, meal and hospitality services.

**Objective**

The purpose of the policy is to ensure that all expenses that are reimbursed by the IHSA from public funds are reimbursed through a process that is open, fair and transparent, so as to achieve value for the public’s money.

This policy and the above-stated purpose are based upon four (4) key principles:

- **Accountability**
  IHSA is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.

- **Transparency**
  IHSA must be transparent to all stakeholders. The rules of incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.

- **Value for Money**
  IHSA must use taxpayer dollars prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

- **Fairness**
  Legitimate authorized expenses incurred during the course of the business of the IHSA are reimbursed.

Any conflict between an agreement and this Policy, save and accept for a collective agreement, this Policy shall prevail.

**Application & Scope**

This Policy pertains to any person in IHSA who might make an expense claim, including but not limited to:

- board members;
- committee members;
- IHSA’s Executive
- elected officials;
- bargaining unit employees;
- non-bargaining unit employees; and,
- consultants and contractors engaged by IHSA, providing consulting or other services.
Notwithstanding any other provision or language set out within this policy, under no circumstance whatsoever shall any individual be reimbursed for any expense that is personal in nature, including but by no means limited to the following:

- expenses related to an individual’s normal commute to or from work;
- any expense of an individual’s family member(s), unless authorized in writing by the CEO/President as part of an approved hospitality event;

Definitions

“Approver” means a person with the authority to make approvals under this Policy.

“Chief Executive Officer (CEO)” means the head of operations at the IHSA.

“Claimant” means anyone making a claim under the terms of this Policy.

“Consultant and Contractors” mean individuals or entities under contract to the IHSA providing consulting or other services.

“Employee” means an individual employed by the IHSA.

“Hospitality” means the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for the IHSA.

“Itemized Receipt” means an original document identifying the vendor with the date and amount of each expense item paid by the claimant.

“Office area” means the area surrounding the regular workplace, with a perimeter of 24km measured by the most direct, safe and practical route by road.

Approval Authority

The approval authority for expenses is as follows:

- expenses of the President/CEO and Board Members require approval by the Chair of the Board of Directors;
- expenses of the Chair of the Board of Directors require approval by the Chair of the Audit and Finance Committee;
- expenses of the Vice Presidents require approval of the President and CEO; and,
- expenses of all other staff require approval of their managers or Vice President.
Role of the Approver

The role of the approver is to ensure compliance with this Policy and to provide claimants with guidance and clarity in regards to this Policy. In particular, the Approver must:

- Not assume or incur any obligation to reimburse expenses which are not in compliance with this Policy;
- Help to ensure that appropriate record retention arrangements are in place of claims and supporting documentation;
- Ensure that alcohol is not included as part of any claim for a travel and/or meal expense;
- Ensure that all expenses are reviewed and approved by an individual with, at minimum, one level of authority above that of the claimant;
- Ensure the claimed expenses are consistent with the principles of the Policy, that being,
  - Work related;
  - Modest and appropriate; and,
  - Strike a balance among health and safety, economy and efficiency principles;
- Make reasonable inquiries to ensure the accuracy of the information and documents provided in support of the expense being claimed;
- Determine and authorise when business travel is necessary;
- Ensure that all travel arrangements, meals and hospitality are consistent and in accordance with the provisions of this Policy;
- Provide approval only for expenses that were necessarily incurred in the performance of IHSA business;
- Provide approval only for claims that include the appropriate documentation;
- Ensure that original itemized receipts of the expense are submitted with the claim for expense. If an original itemized receipt is not submitted, the Approver must ensure that a written explanation as to why the receipt is unavailable and a description itemizing and confirming the expenses is submitted with the claim;
- Ensure that enough detail regarding the expense itself and the facet of the IHSA business necessitating it, is provided to support the expense claim;
- Ensure that the expense is being submitted within the quarter immediately following the quarter in which the expense was incurred.
- Ensure that an expense claim for a group of individuals is paid by and is claimed by the most senior individual (in terms of level of authority) present at the incurrence of the expense; and,

- Ensure that any unusual items are explained appropriately and that prior approval of the expense was obtained by the claimant.

The Approver is prohibited from approving his or her own expenses, including those expenses incurred by the Approver but claimed by another individual.

Approvers are accountable for their decisions, which must be:

- Subject to good judgment and knowledge of the situation;
- Exercised in appropriate circumstances; and,
- Comply with the principles and requirements of this Policy.

When a situation arises and discretion is needs to be exercised, Approvers should consider whether the request is:

- Able to stand up to scrutiny by the auditors and members of the public;
- Properly explained and documented;
- Fair and equitable;
- Reasonable; and,
- Appropriate.

Role of the Claimant

Claimants must:

- Seek clarification from managers pro-actively and as needed;
- Obtain all appropriate approvals before incurring expenses;
- Submit claims and completed expenses forms within the quarter immediately following the quarter in which the expense was incurred;
- Submit original, itemized receipts of the expense with all claims- credit card slips are not sufficient;
- If original itemized receipts are not available or are not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making. This includes an explanation for:
  - why the receipt is unavailable; and,
  - a description itemizing and confirming the expense submitted with the claim.
- Provide enough detail regarding the expense itself and the facet of the IHSA business necessitating it, to support the expense being claimed;
Ensure the accuracy of the information and documents being provided to support the claim for the expense;

- If leaving employment with IHSA, submit any claims for expenses before leaving the organization;
- Ensure that alcohol is not included as part of any claim for travel and/or meal expense;
- Report any taxable benefits to Canada Revenue Agency;
- Become familiar with and adhere to the provisions of this Policy and follow applicable Conflict of Interest rules and/or policy;
- Ensure that an expense claim for a group of individuals is paid by and is claimed by the most senior individual (in terms of level of authority) present at the incurrence of the expense;
- Ensure that he or she has not claimed for expenses incurred by his or her Approver;
- Make the Approver aware of any expense which is reimbursable by another organization; and,
- Ensure that appropriate record retention arrangements are in place for claims and supporting documentation for verification and audit purposes.

Any expense report submission that is not in compliance with this Policy, or does not have the appropriate documentation/receipts to support the claim will be returned to the claimant.

Travel, meal and hospitality expenses as set out in this Policy will be reimbursed normally within two (2) weeks of submission of the completed and approved expense claim form.

Any payment of a claimed expense, or any portion thereof which is paid as the result of any information or document submitted in support of the claim, which information and/or documentation is found to be inaccurate or falsely represented, shall be repaid by the claiming individual to IHSA or shall be reconciled with or deducted from future payment of any expense or wages.

Any (i) overpayment; (ii) errant payment; or (iii) payment made based on inaccurate or false information constitutes an overpayment of wages and also a debt owed to IHSA by the individual who received the payment.

In the event that an individual submitting an expense claim either negligently or intentionally provides any inaccurate, false or misleading information or documents in support of the claimed expense, said individual shall be subject to disciplinary action up to and including termination of employment for just cause.

**Hospitality**

"Hospitality" means the provision of food, beverage, accommodation,
transportation and other amenities paid out of public funds to people who are not:

- An IHSA employee, officer or director;
- Designated Broader Public Service organizations; or
- Employed with or representatives of Ontario government, ministry and/or agency.

Functions involving only those people employed by IHSA are not considered hospitality functions. Hospitality may never be offered solely for the benefit of IHSA staff. This includes office social events, retirement parties and holiday lunches.

Hospitality functions, unless otherwise stated in this policy or other Related Documents must be approved by IHSA’s President/CEO.

### Alcohol

Alcohol may not be included as part of any claim for a travel and/or meal expense.

There are limited circumstances where alcohol may be claimed as part of a hospitality event expense. Prior written approval must be obtained from IHSA’s President/CEO as well as the Chief Prevention Officer of the Ministry of Labour so as to serve or provide alcohol at a hospitality event.

If approved, alcohol must always be provided in a responsible manner. Food should always be served with alcohol and preference should be given to alcohol produced in Ontario.

### Documentation

Good record keeping practices must be maintained for verification and audit purposes.

### Consultants and Contractors

Hospitality, incidental or food expenses are not allowable expenses for Consultants and Contractors. Reimbursement for allowable expenses can be claimed and reimbursed only when the contact specifically provides for it.

Consultants and Contractors may not claim or be reimbursed for:

- Meals, snack and beverages;
- Gratuities;
- Laundry or dry cleaning;
- Valet services;
- Dependent care;
• Home management; or
• Personal telephone calls.

Travel Expenses

Claimants must:
• Obtain prior approval for all travel;
• Approved travel suppliers must be used-listing provided by Procurement Supervisor;
• Ensure that all travel is necessary and economical-other options must be considered such as teleconferencing and videoconferencing;
• Request and accept the lowest fare practicable;
• The lowest cost and most reasonable method of travel must be used unless otherwise approved;
• Choose economy (coach) as the standard option;
• Supply an itinerary to and notify their manager in the event of any changes so that travelers may be contacted in an emergency;
• In the event of changes, cancel hotel bookings as required by cancellation policies to avoid “no-show” charges;
• If necessary, secure passports and visas and obtain required/recommended immunizations or medications before travelling;
• If eligible, use the corporate travel card whenever possible to pay for travel expenses;

Until the time that loyalty points can be accumulated through the corporate travel card, participation in frequent flyer or other loyalty programs is permitted provided that claimants:
• choose the most cost-effective accommodation or method of travel;
• use the approved travel suppliers;
• use the corporate travel card to pay for all travel expenses; and,
• do not redeem loyalty points for cash by using the points for business purposes and then submitting a claim for reimbursement.

Any travel expense related to an individual’s normal commute to or from work will not be reimbursed.

Travel within Ontario

Prior approval for travel in Ontario must be obtained as follows:
For employees, from their manager/supervisor;

For Consultants and Contractors, from their contract manager;

For a board member, from the Chair of the Board of Directors.

Travel outside Ontario

Prior written approval by IHSA’s President/CEO is required for travelling outside Ontario for all employees, consultants and contractors. Board members must have approval from the Chair of the Board of Directors.

In addition to the obligations set out elsewhere in this Policy, travel by plane or train is only permitted if it is the most practical and economical way to travel.

IHSA employees will not be reimbursed for the cost of privately arranged medical/health insurance for travel within Canada since coverage in the event of illness, injury or death is provided through IHSA health insurance plans. Extra insurance may be arranged only at the traveler’s own expense.

Travel outside Canada

If travelling outside of Canada but within the continental USA, the individual must obtain prior written approval of the travel from the President/CEO.

In addition to the obligations set out elsewhere in this Policy, claimants for travel outside Canada must comply with the following:

- Complete and submit a Request for Approval of International Travel form;
- Confirm in writing that appropriate approvals have been granted and are duly documented;
- Provide a written rationale demonstrating the critical value of travel for IHSA organizational priorities and interests and that details how the travel will produce a benefit for IHSA and its members;
- Provide documentation detailing and explaining itemization of anticipated expenses - the lowest cost and most reasonable method of travel must be used;
- IHSA confirmation of any travel warning by the Federal Department of Foreign Affairs and International Trade related to proposed travel;
- IHSA employees are responsible for arranging appropriate out-of-country medical insurance if not already covered by existing benefit plan - the cost is reimbursable when prior approval is required;
- On an international flight, business class shall only be permitted when approved by the President/CEO and if it is related to the provision of
reasonable accommodation of health issues;

- A prior assessment of physical and cyber security is required, such that employees shall work in conjunction with their managers to complete and submit the necessary forms and/or requests for approval.

If travelling outside of Canada and outside of the continental USA, IHSA must obtain prior written approval, on behalf of the travelling individual, from the Chief Prevention Officer of the Ministry of Labour.

In addition to the obligations set out elsewhere in this Policy, claimants for travel outside Canada must comply with the following:

- Complete and submit a Request for Approval of International Travel form;
- Provide a written rationale demonstrating the critical value of travel for IHSA organizational priorities and interests and that details how the travel will produce a benefit for IHSA and its members;
- Provide documentation detailing and explaining itemization of anticipated expenses - the lowest cost and most reasonable method of travel must be used;
- Receive written confirmation from IHSA of IHSA having received written approval of the travel from the Chief Prevention Officer of the Ministry of Labour;
- IHSA confirmation of any travel warning by the Federal Department of Foreign Affairs and International Trade related to proposed travel;
- IHSA employees are responsible for arranging appropriate out-of-country medical insurance if not already covered by existing benefit plan-the cost is reimbursable when prior approval is required; and;
- On an international flight, business class shall only be permitted if it is related to the provision of reasonable accommodation of health issues and it must be approved by the President/CEO of IHSA and the Chief Prevention Officer of the Ministry of Labour;
- A prior assessment of physical and cyber security is required, such that employees shall work in conjunction with their managers to complete and submit the necessary forms and/or requests for approval.

In addition to the provisions set out under the “Role of the Claimant” found at pages 4 and 5 of this Policy, for the sake of clarity, any negligent or intentional reporting or claiming of mileage is considered to be an attempted fraud against IHSA and shall be subject to disciplinary action up to and including termination of employment for just cause.
Accommodation Expenses  Reimbursement will be made for single accommodation in a standard room, unless otherwise approved by Approver. There will be no reimbursement for hotel suites, executive floors or concierge levels while travelling.

Penalties incurred for non-cancellations of guaranteed hotel reservations at the claimant’s responsibility and may be reimbursed only in an exceptional circumstance.

Private stays with friends or family are acceptable and a cash payment or gift may be provided to the family or friends as follows:

- A maximum of $30.00 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, a written explanation describing the purpose of the trip, identifying the host and the number of days stayed may be submitted.
- The $30.00 value may be given in the form of a small gift, which must be accompanied by a receipt, or by cash or cheque.

Reimbursement for overnight accommodation within IHSA’s office area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered.

Meals  Reasonable and appropriate meal expenses may be reimbursed subject to approval when:

- Employees are away from the Office Area on IHSA business over a normal meal period;
- Have prior approval for the expense;
- Reimbursement is for restaurant/prepared food only;
- Reimbursement will not be provided for meals included in the cost of transportation, accommodation, seminars or conferences;
- Meal expenses must be supported by a copy of an original itemized receipt;
- Reimbursement must not exceed actual amount spent;
- Alcohol cannot be claimed and will not be reimbursed;
- Reimbursement rates for meals are based on the OPS Travel, Meal and Hospitality Direct as follows, inclusive of taxes and gratuities:
  - Breakfast - $10.00
  - Lunch - $12.50
  - Dinner - $22.50
- Bargaining Unit staff should refer to the collective agreement for appropriate rates.

In limited and exceptional circumstances (e.g. health considerations, limited options available) these rates may be exceeded up to the actual cost of the meal. In these situations, the claim for meal reimbursement must be accompanied by an original itemized receipt and a written rationale for the exceeding the rate.

### Other Travel Expenses

Expenses such as business calls and internet access may be reimbursed however the expenses must be necessary and appropriate to conduct IHSA business.

There is no reimbursement for personal or recreational items (e.g. toothbrush, pay-per-view televisions).

### Tips and Gratuities

Reasonable tips/gratuities for porter, restaurant, hotel room services and taxis may be reimbursed. Examples of reasonable gratuities include the following:

- Restaurant meal – 10-15%
- Taxi fare – 10%
- Hotel housekeeping - $2-5 for up to two (2) nights, $10 if longer
- Porter - $2-5 per bag

### Road Transportation Expenses

When road transportation is the most practical and economical way to travel, the order of preference shall be:

1. Rental vehicle
2. Personal vehicle – if more economical than a rental vehicle

A travelling individual should consider the use of a rental vehicle if:

- The driving distance in a day is more than 200 kilometers; or,
- The IHSA employee will be driving more than five (5) days in a thirty (30) day period (excluding normal commuting).

The IHSA employee should always consider a lower cost option, such as vehicle rental or audio or video conferencing.

The Approver must make a decision on the type of vehicle used for travel based on the frequency of travel as well as the distance per trip.

Bridge, ferry and highway tolls and necessary parking fees while driving on IHSA business will be reimbursed. Receipts must be obtained and submitted wherever
practical.
There is no reimbursement for traffic or parking violations or parking costs incurred in the office area as part of a regular commute to work.

Motor Vehicle Accidents

Motor vehicle accidents must be reported immediately to local law enforcement authorities, car rental agency (if applicable contact the travel card insurance provider to initiate a claim), the automobile insurance company (if using personal vehicle) and the employee’s immediate supervisor.

Personal Vehicle Use

The travelling individual, if approval has been granted, will be reimbursed for distance travelled. Use of a personal vehicle must be discussed in advance with the Approver. If the decision is made by the Approver to use a personal vehicle, the research and rationale must be documented.

Daily logs must be kept to track business use.

IHSA assumes no responsibility or obligation for any maintenance or repair issues of the traveler’s vehicle, other than paying the kilometric rate.

The vehicle must be insured at the vehicle owner’s expense for personal motor vehicle liability. It is the driver/owner’s responsibility to ensure that the motor vehicle insurance includes coverage for business use of a vehicle.

The IHSA will not reimburse the costs of insurance coverage for business use, physical damage or liability. The IHSA is not responsible for reimbursing deductible amounts related to insurance coverage. In the event of an accident, claimants will not be permitted to make a claim to the IHSA for any resulting damage.

Distance reimbursement rates for bargaining unit IHSA employees shall be in accordance with the collective agreement.

For all non-bargaining unit IHSA employees, executives, board and committee members, external consultants and contractors, rates are according to the OPS Travel, Meal and Hospitality Expenses Directive, April 1, 2010, which is as follows:

<table>
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<th>Total kilometers Driven Per Fiscal Year</th>
<th>Southern Ontario ($ per km)</th>
<th>Northern Ontario ($ per km)</th>
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<tr>
<td>0-4000 km</td>
<td>.40</td>
<td>.41</td>
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Reimbursement rates for personal vehicles driven outside of Ontario will be at rates for southern Ontario.

The highways and roads named below are to be included in southern Ontario. The boundary between northern and southern Ontario for the purposes of kilometer reimbursement is as follows:

- Healey Lake (Municipal) Road from Healy Lake easterly to its junction with Highway 612;
- Highway 612 southerly to its junction with Highway 69;
- Highway 69 easterly to its junction with Highway 169;
- Highway 169 easterly to its junction with Highway 118;
- Highway 118 through Bracebridge to its junction with Highway 11;
- Highway 11 northerly to its junction with Highway 60 at Huntsville;
- Highway 60 easterly to its junction with County Road 58 at Killaloe Station; and,
- County Road 58 to Pembroke.

**Rental Car Use**

When renting a vehicle, a compact model or its equivalent is required.

Exceptions must be documented and approved by the Approver prior to renting. Any exceptions to the size of the rental car must be the most economical and practical size required for the business task, number of passengers and weather conditions.

Luxury and sports vehicles are prohibited.

The rental car must be refueled wherever possible before returning it in order to avoid higher gasoline charges imposed by the rental car agency. Avoid situations requiring drop-off charges.

The corporate travel card benefits include insurance that covers the cost of repairing the damage to approved vehicle types rented using the travel card. Therefore, if you have a corporate travel card you must use it to rent a vehicle and you should decline the collision damage waiver offered by the rental agency.
If you do not have a corporate travel card, or you rent a vehicle that is not eligible for coverage under the card, you should purchase the collision damage waiver coverage offered by the rental company. The insurance costs can be claimed as a travel expense.

**Taxi Use**

Prior approval to use a taxi should be obtained wherever possible/practical. Taxis may be justified in cases where:

- Group travel by cab is more economical than the total cost of having individuals travel separately by public transit or shuttle;
- Taking a cab allows you to meet an unusually tight schedule for meetings; or,
- There isn’t any other travel mode available.

Taxi expenses must be supported by a dated receipt or signed declaration that the expense was incurred.

Taxis may not be used to commute to work or home except under exceptional circumstances, for instance:

- Weather, health or safety conditions indicate it is the best, appropriate option; or,
- Transport of work-related baggage or parcels is required.

**Public Transit Use**

Local public transportation including hotel/airport shuttles should be used wherever possible.

**Road Travel Safety**

IHSA encourages its drivers to make sure they do not drive when weather or fatigue makes commencing or continuing their trip unsafe. Making a decision to delay such a trip and incur the extra cost of hotel and meals will be fully supported by IHSA.

**Annual Driver’s Abstract Request- Fines and Penalties**

IHSA may, at its sole discretion, request and obtain the Driver’s Abstract relating to any individual who has or might reasonably submit an expense claim for road travel. A travelling individual is responsible for paying all fines for parking, tickets and towing and traffic violations incurred in the operation of his or her vehicle.

A travelling individual will be held personally responsible for all costs and charges related to any **Highway Traffic Act, Criminal Code** or other application federal or
Rail Transportation Expenses

Travel by rail is permitted when it is the most practical and economical way to travel. A coach class economy fare is the standard.

Air Travel Expenses

Travel by air is permitted only when this is the most practical and economical way to travel, time and cost both being factors.

Arrangements are to be made through the head office and must be pre-approved by the manager or above. Whenever possible, flights should be charged to corporate credit cards.

Travel must be arranged in advance and booked by fixed dates. Open-ended tickets are prohibited. The standard is economy (coach) class and business class shall only be permitted when approved by the President/CEO and is for an international flight or if related to the provision of reasonable accommodation of health issues.

Overpayments, Errant Payments and Payments Based on Inaccurate/False Info.

Please refer to the provisions set out under the “Role of the Claimant” found at pages 4 and 5 of this Policy.

Time Limit for Claims

All claims must be submitted on a timely basis and no later than the end of the quarter following the quarter in which the expense was incurred. A written explanation is required if not submitted within this time-frame.
Responsibilities

All IHSA employees, as well as the Members of the Board of Directors are responsible for:

- Complying with this Policy;
- Being aware of the conflict of interest rules that govern the IHSA; and,
- Being aware of any relevant statutes, directives and guidelines.

All supervisors and managers are responsible for:

- Carrying out any delegated authorities and assigned tasks;
- Exercising managerial discretion judiciously;
- Ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored;
- Ensuring staff are aware of the requirements of this Policy and the OPS Travel, Meal and Hospitality Directive;
- Ensuring that all areas under their control adhere to this Policy;
- Seeking timely direction when there are questions of application; and,
- Taking appropriate corrective action in the case of non-compliance with this Policy.

The CEO/President is responsible for:

- Ensuring that this Policy’s principles and rules are implemented and monitored, including putting in place processes that support the Policy;
- Delegating approval authority to appropriate levels within the IHSA except as restricted by the OPS Travel, Meal and Hospitality Directive;
- Carrying out any delegated authorities and assigned tasks in accordance with this Policy;
- Ensuring consistent application of this Policy;
- Ensuring that all claims are fully documented by running regular spot checks;
- Ensuring that all persons covered by this Policy are aware of their responsibilities under this Policy and of the appropriate conflict of interest rules;
- Carrying out any delegated authorities and assigned tasks;
- Exercising managerial discretion judiciously;
- Ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and
• Ensuring staff are aware of the requirements of this Policy and the OPS Travel, Meal and Hospitality Directive;
• Ensuring that all areas under their control adhere to this Policy;
• Seeking timely direction when there are questions of application; and,
• Taking appropriate corrective action in the case of non-compliance with this Policy.

Documents Related to this Policy

• Delegation of Authority-Signing Authority Policy;
• Corporate Credit Card Policy;
• Procurement Policy;
• Internal Control Policy;
• Broader Public Sector Expenses Directive, April 1, 2011;
• Collective Agreement as between ISHA and CUPE Local 3585

Board of Director Approval

Mike Archambault (Co-Chair)

Joe Redshaw (Co-Chair)