

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	B Financial and Administrative
SUBJECT:	Hospitality and Alcohol
POLICY NUMBER:	B26
CROSS REFERENCE:	A08 Alcohol Use and Service A25 Code of Conduct A38 Code of Conduct – Student C15 Occupational Health and Safety C30 Substance Abuse (once approved by ASC)
New \ Revised	
Administrative Services Committee	Academic Council
February 13, 2017	

### POLICY STATEMENT

This policy provides a framework of accountability to guide the effective oversight of public resources as it relates to the purchase of alcohol. Rules and principles are set out to ensure fair and reasonable practices that are in line with those benchmarked by the Government of Alberta. This policy will apply to all employees of Olds College.

### SPECIFIC GUIDELINES

Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency. The purchase of alcoholic beverages in the conduct of college business and working sessions should be done to support college business objectives.

### IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President responsible for Business Services. This policy will be reviewed at least every five (5) years.

## OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	B26 Hospitality and Alcohol	
Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
February 13, 2017		

### GENERAL

The cost of a prudent/economical amount of alcoholic beverages may be considered an allowable expense under the following circumstances:

- College events including but not limited to employee recognition, Board of Governors and President's dinners/receptions, and GALA.
- "Hospitality" for the purposes of furthering the college's interest consistent with this policy.

### HOSPITALITY - DEFINITION

Hospitality is here defined as the provision of food and beverages to people who are not staff of Olds College. These expenses can be considered as hospitality when it would facilitate college business and be considered desirable as a matter of courtesy or protocol.

Hospitality may be extended on behalf of the college when engaging in discussion of official college matters with, or sponsoring formal conferences for representatives from:

- government or other post-secondary officials;
- other publicly funded organizations;
- business, alumni and industry;
- public interest groups; or
- labour groups.

### SPECIFIC LIMITATIONS

The purchase of alcohol will be limited to the members of the college's executive (i.e. President, Vice Presidents and the Chief Innovation Officer), the Executive Director Campaign, Chief Development Officer and the Senior Development Officers. Other staff may be considered eligible provided those staff receive prior written permission from their relevant Vice President to purchase alcohol.

Alcohol on solo business travel or in working sessions involving only other Olds College staff is not a legitimate expense. Unless the purchase of alcohol is in accordance with this policy, no other kind of purchase will be considered a legitimate expense.

### RESPONSIBILITY REGARDING ALCOHOLIC BEVERAGES

- If alcohol is provided at an event, it should be provided in a responsible manner, e.g. food should be provided when alcohol is provided.
- For college hosted events, the provision of alcohol must conform to Policy *A08 Alcohol Use and Service*.

### OTHER

Purchases of alcohol may be done with the corporate purchase card or by the employee paying for the item and then claiming for reimbursement. An itemized receipt/invoice is required that clearly indicates what was purchased and for whom.