GEORGIAN COLLEGE
OPERATING PROCEDURES & PRACTICES

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Perquisite Procedure

PURPOSE: The College is part of the Broader Public Sector and must comply with directives regarding perquisites.

SCOPE: All employees (excluding the President).

PRINCIPLES: All Broader Public Sector organizations must establish rules with respect to perquisites which must cover all individuals in the organization.

The definition of a perquisite (or perk) is any privilege that is provided to an individual or group of individuals, provides a personal benefit, and is generally not available to other persons within the organization.

Perquisites are only permissible in limited and exceptional circumstances where it has a business related purpose which is required for the effective performance of an individual’s job. Other perquisites are not permissible.

Perquisites may never include the following:

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
- Season’s tickets to cultural or sporting events
- Clothing allowances not related to health and safety or special job requirements
- 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
- Professional advisory services for personal matters, such as tax or estate planning
These privileges cannot be provided by any other means including: an offer of employment letter as a promise of a benefit; an employment contract; or a reimbursement of an expense.

Perquisites for the President will be approved by the Board of Governors in accordance with the Board of Governor’s Perquisite Policy.

PROCEDURES:

1. All perquisites must be approved by the President.
2. All perquisites are allowed only in limited and exceptional circumstances and approvals will only be made in cases where there is a demonstrated business-related requirement for the perquisite for the effective performance of an individual’s job.
3. All perquisites must be recorded and the information forwarded to HR and Accounting.
4. HR will ensure that legislation relating to taxable benefits is applied to approved perquisites.
5. HR and Accounting will ensure summary information regarding allowable perquisites is produced annually and made publicly available upon request (no personal information will be provided).
Perquisite

Human Resource Services

New Procedure

Prepared by: C. Brown and A. Lockridge

Presented to: College Council 05.16.12
Date

Approved By: Brian Tamblyn 05.28.12
College President Date

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