

# Highlights of the Policy on Employee Related Expenses and Reimbursements

(For complete policy see iO)

Effective: October 26, 2016

## Employee Gifts

Gifts to CBC/Radio-Canada employees from the Corporation are restricted to occasions of long service (25 and 35 years).

## Gifts and/or Donations for Recognition of the Death or Serious Illness of an Employee

Gifts using Departmental budgets are restricted to the purchase of flowers, or donation in lieu of flowers, to show respect in the death or serious illness of an employee, to a maximum of \$75.

## Gifts to Third Parties

Gifts to 3<sup>rd</sup> parties are limited to CBC/Radio-Canada branded materials or goods with a value under \$100.

## Gifts from Business Partners and/or Suppliers

Employees must not accept gifts from business partners and/or suppliers in excess of \$200. No gift can be accepted during an active or imminent request for proposal. Always consult 2.2.3 Conflict of Interest and Ethics Policy and 1.1.12 Free Travel Policy.

## Awards

Managers are permitted to give or nominate each of their employees for awards under corporate-wide recognition programs for recognition of achievements (e.g., the President's award). The cost of any other awards to employees will not be assumed by the Corporation.

## Memberships to Professional or Trade Organizations

The Corporation pays for or reimburses employees for the cost of individual memberships in professional, trade and other organizations when the membership to the organization is a requirement of the position they occupy or is critical in carrying out the employee's duties. Wherever practical, corporate membership are used.

## Personal Services

CBC/Radio-Canada does not pay for, or reimburse, any goods or services provided to employees in their personal residences or vehicles, including but not limited to:

- Personal or home internet, cable, satellite, streaming services, satellite radio, telephone or similar services;
- Printers for use at home;
- Personal subscriptions to, or purchase of, books, newspapers or magazines.

## Conferences and Other Events Organized by External Parties

CBC/Radio-Canada pays for or reimburses conference or other event (galas, award ceremonies, etc) costs when an employee's attendance is a requirement of the position he/she occupies, or is beneficial in carrying out the employee's duties. Employees must submit a pre-approval request to their Component Executive Director / General Manager or Vice-President.

## Expense Claims

All claims must be substantiated by:

- a) Date;
- b) Purpose;
- c) Names of the participants and their department/employer;
- d) Supporting documentation for the claim, including original vendor receipts;
- e) Proper coding;
- f) Approved Travel, Conferences and Events Pre-approval form, where applicable;
- g) Approved BTA (or BTA number), where applicable (when business travel occurs);
- h) Approved Employee Expense Reimbursement Exceptions form, where applicable.

### Corporate Credit Cards

Employees who have a corporate credit card must use this card for all individual expenditures, where the card is accepted.

## Exceptions

Any exceptions to this Policy must be pre-approved by a Component Vice-President using the Employee Expense Reimbursement Exception Form.

## Monitoring Compliance

All expense claims submitted under this Policy and its related Rules, Procedures and Directives are subject to random verification of compliance on a quarterly basis. Submission or approval of any employee reimbursement claim in violation of this Policy may be viewed as defrauding the Corporation and will be subject to investigation under Policy 2.3.11 Fraud and Theft.