

ENTERTAINMENT POLICY

OBJECTIVE

The objective of this policy is to ensure that the entertainment of clients is well managed, in accordance with general business practice.

POLICY

- (1) In line with general business practices, the Municipality allocates funds for the entertainment of clients, and Municipality employees whose responsibilities include such entertainment will typically participate in these events.
- (2) On rare occasions, Municipality employees may participate in Municipality sponsored entertainment events without clients.
- (3) Employees may occasionally entertain business associates such as organisations with whom the Municipality is in alliance.
- (4) Each department/regional has a budget for this purpose. The company credit card may also be used for this purpose.

SUBMISSION AND AUTHORISATION OF CLAIMS

The most senior Municipality employee that participated in an event must submit the claims for the reimbursement of entertainment expenses to Municipality. His/her manager must then authorise the claim. The authorising manager will by definition not have participated in the event.

CLIENT ENTERTAINMENT

Municipality clients should be entertained at Municipality expense solely to establish or maintain healthy, harmonious business relationships.

All client entertainment must be performed openly, with the full knowledge of both organisations. Entertainment may never be offered or made to appear as compensation or reward for client's actions, or as a "gift".

Entertainment must always be in the form of an event that both the client and Municipality can participate in, perform or view together. This is important since business relationships are based on interaction between individuals from two or more organisations. Examples of such events are meals, attending or partaking in sporting events, etc. Sensitivity should be displayed in the choice of events such that guests would not consider the invitation extravagant or conversely insulting.

ENTERTAINMENT OF FELLOW EMPLOYEES

Municipality will sponsor the entertainment of Municipal employees by other Municipal employees only in rare situations. The participants in such events will always be Municipality manager and one or more of their subordinates, sometimes together with their partners. It may take the form of a meal, sending flowers, etc.

Examples of special situations that may warrant this type of entertainment are:

- Recognising very special achievements such as the successful completion of a major project or programme on schedule;
- Recognising extraordinary effort by an individual;
- Farewell to someone in the department;
- Birth of a child of an employee; and
- Managers visiting regional / central office.