

<u>POLICY TITLE</u>		
CATERING		
<u>AUTHORIZATION</u>	<u>DATE APPROVED</u>	<u>DATE REVIEWED</u>
President and Chief Executive Officer	October 2009	October 2012 * No changes were made

In Fraser Health's continuing efforts to efficiently manage spending, the catering of meetings and events will require review and decisions to do so based on individual considerations.

- Catering may be ordered for evening meetings or, on an exceptional basis, for meetings that include external guests and which extend over the lunch hour.
- Catering for department retirement recognition events can be catered to provide refreshments within the guidelines established under Fraser Health's Recognition Program.

All exceptions to this policy must first receive Vice President approval.

If catering services are required for an evening or lunch hour meeting or retirement recognition event and these services are to be paid for with Fraser Health funds, that where appropriate, Fraser Health's current food services contractor should be utilized. This will allow for Fraser Health to recover some funds as a result of commission.

If an outside party is covering the cost of catering services, it is recommended, that where appropriate, Fraser Health's current food services contractor also be utilized since Fraser Health will benefit as a result of commission funds.