

PURPOSE

The purpose of the Entertainment and Hospitality Policy is to ensure that in the provision of entertainment and hospitality by Ergon Energy;

- the expenditure is an acceptable use of Corporation funds
- there is adequate disclosure of the nature, purpose and expected outcomes
- documentation is available to support the decision to provide entertainment and hospitality
- the level of expenditure is within reasonable limits
- the expenditure is for an official purpose and will provide benefit to Ergon Energy and the State

POLICY STATEMENT

In furthering its business interests and working to achieve its corporate goals, Ergon Energy will from time to time provide entertainment and hospitality to employees, clients, customers and community groups.

The provision of entertainment and hospitality may take many forms depending upon the recipient and the nature of the entertainment and hospitality.

Reasonable limits are to be observed for aggregate event expenditure and expenditure per head taking into account the nature of the event.

IMPLEMENTATION

Guidelines have been issued to assist managers with the implementation of this policy.

Managers should establish monitoring, review and reporting processes to ensure that entertainment and hospitality provided is in line with approved policies and guidelines.

Payment for entertainment and hospitality by use of Ergon Energy corporate cards is subject to the procedures and restrictions that apply for those cards.

Annual budgeted expenditure for entertainment and hospitality will be documented within the Statement of Corporate Intent and will include total expenditure and individual commitments over \$ 5,000.

Quarterly reports to shareholding Ministers should include the actual expenditure incurred, details of any significant changes to commitments approved in the SCI and details of individual events which cost over \$ 5,000 and the benefits accruing from them.

Detailed procedures for specific types of entertainment and hospitality are the subject of other policy and procedure documents as is the receiving of entertainment and hospitality by employees.

REFERENCES

- [EP10.](#) Travel & Related Business Expenses Policy
- [EP29.](#) Consumption of Alcohol at Work Functions
- [EP45.](#) Receiving Gifts (including Entertainment and Hospitality) Policy
- [P85R08.](#) Provide 25 year Service Recognition
- [P89J02.](#) Manage Corporate Cards

[P89J03.](#) Maintain Corporate Card Delegations Procedure

[P89J03R01](#) Schedule of Corporate Card Restrictions

[P89Y04R01.](#) Entertainment and Hospitality Guidelines

Corporate Hospitality Strategy

Corporate Entertainment Guidelines

Management of Conference / Trade Shows Opportunities across Ergon Energy

Corporate Entertainment and Hospitality Guidelines, Version 1, Queensland Government, September 2008

DEFINITIONS

Acceptable Use of Corporation Funds

In terms of expenditure for entertainment and hospitality

- Maximises Ergon Energy's commercial opportunities by strengthening links with existing and potential key customers and stakeholders
- Supports and increases Ergon Energy's standing as a responsible corporate citizen in the wider general community
- Recognises employees' contributions to the achievement of corporate goals and improves employee relations

ENFORCEMENT

The provision of entertainment and hospitality must comply with the Principles detailed in the Corporate Entertainment and Hospitality Guidelines issued by the Queensland Government.

CATEGORY

Governance