



POLICY 2-17

VERSION 5

## CORPORATE PROGRAMS FOR EMPLOYEES

Approved: Brad Fish  
Chief Executive Officer

Date: 19 / 7 / 05

Considered by the Board at the June 2005 Meeting

### PURPOSE:

This policy documents the criteria for possible support of corporate programs which directly benefit employees.

### POLICY FRAMEWORK:

PCQ recognises the value of employees by supporting a range of activities which enhance their effectiveness. The enhancement may come through several methods. For example fostering environments which allow for the development of teamwork amongst our employees, providing direct fitness or health benefits or some combination of these elements. The result should be better teamwork or corporate culture and the potentially improved performance, health and fitness of employees.

Criteria have been established to encourage programs which are acceptable to the corporation, benefit employees, encourage wide employee participation and show demonstrated commitment from employees. PCQ will determine from time to time the total expenditure towards this initiative and if this amount is to be exceeded by further requests employees will be requested to reduce PCQ's support of other approved programs.

### APPLICATION:

This policy applies to all PCQ permanent employees.

### POLICY:

PCQ will fund or partially fund programs which benefit employees provided the following criteria are met:

- the program must:
  - assist in employee fitness; or
  - facilitate employee health; or
  - provide opportunities for employee interaction and teamwork
- the program must not have the potential for the Corporation to be criticised or reflect poorly on the image of the Corporation. This is a subjective criteria and will be determined by the CEO.

The CEO will determine the precise level of funding. Programs may be fully funded by PCQ. If total funding for corporate programs has been exhausted, then the CEO may request employees to review all currently supported programs and prioritise them aimed at not increasing overall expenditure.

The CEO may adjust the amount towards this initiative from time to time.

Currently approved programs are listed on the attached Appendix.

**PROCEDURAL IMPLICATIONS:**

Related policies:  
- Grievance

**REVIEW DATE:**

To be reviewed June 2010.

## **APPENDIX**

### **Gym Membership**

PCQ will pay half of the annual cost of attending a gymnasium, up to a limit of \$400.00 for each employee.

Claims for reimbursement must include the following declaration:

"I declare that I will undertake to attend this gym for a full ..... months or advise PCQ of any change to these arrangements."

### **Annual Medical Program**

PCQ will pay the cost of an annual health evaluation for each permanent employee. Employees can choose to attend any of the PCQ supported providers for the extent of services approved by PCQ from time to time.