CONFERENCE ATTENDANCE POLICY

The purpose of this policy is to outline the process involved with conference attendance for employees of [Organization Name]. The organization recognizes that it is important for employees to have the opportunity to attend conferences which are related to their field of specialization, subject to operational constraints.

This policy outlines the expectations for appropriate conference attendance and the reimbursement procedure for expenses linked to conference attendance.

SCOPE

This policy applies to all staff members of [Organization Name], regardless of their position or location, who are attending conferences at which they will be representing the organization.

This policy applies to conferences, conventions, seminars, symposia, workshops, and other professional gatherings of a similar nature.

POLICY

[Organization Name] recognizes that conference attendance is beneficial for employee career development and for the organization, as it contributes to the maintenance of high professional standards, networking, recruitment, etc. To ensure the appropriate use of this opportunity, employees are expected to:

* Request to attend conferences related to their positions in the organization and the organization’s mission;
* Demonstrate the need for them to attend a conference (i.e., explain the benefit to the organization); and
* Attend conferences or similar events directly related to the work they perform at the organization, representing the organization in a professional and positive manner at all times.

Standards of Conduct and Behaviour

As employees of [Organization Name] are considered to be working during the time at the conference, all organizational policies continue to apply, regardless of the location where the work takes place. Specifically, the Anti-Harassment, Violence, Human Rights and Discrimination, and Social Media Policies continue to apply as do our Drug and Alcohol Policy and Code of Conduct.

Employees will be held accountable to any behaviour demonstrated at a conference upon an investigation taking place once they return from the conference. The terms of the Progressive Discipline Policy will apply.

Hours of Work

Employees will be paid for their hours of work while attending the conference.

If needed, they also will be credited for hours for travel days to and from the conference.

Overtime will be compensated as per the employee’s employment contract. Please note that “downtime” - i.e., time spent in a hotel after the conference finishes for the day, is not included in hours of work. Similarly attendance at optional dining events is not considered actively working. If an employee is requested to attend these events, they will be compensated for their regular hourly rate, and may incur overtime (depending on their employment contract).

Dress Code

[Organization Name] requires all employees to present themselves in a professional manner when representing the company at a conference.

It is important that the professional image of the company be maintained as your presentation is a direct reflection of [Organization Name].

Approval Process

The [INSERT TITLE] will have the authority to approve the attendance of a staff member at any conference or similar event deemed to be in the interest of the organization, provided the funds are available in the budgeted account.

Attendance requests must be submitted in a timely manner prior to the event, a minimum of [Insert how much time] ahead of time.

The agenda or description of the purpose of the event must accompany the request for approval.

Should the organization have a freeze on conferences, due to budgetary constraints, health and safety concerns, or for any other reasons, employees will be notified of this.

In receiving a request for attendance, the [INSERT TITLE] will consider the:

* Relevance to the mandate and activities of the organization
* Impact on the organization’s workflow
* Anticipated cost to the organization for the request
* Equity among staff members requesting conference attendance
* Role of the employee at the conference
* Need for the organization to send a representative to the conference
* Availability of funding

Fees and Expenses

The following items are expenses that [Organization Name] will generally approve for purchase and reimbursement, provided the proper procedures are followed, and in line with the organization’s policy on travel and expenses:

* Conference registration fees
* Transportation (including taxis, airport shuttles and public transportation)
* Meals
* Accommodations
* Other necessary business expenses

Requests for reimbursement of eligible expenses associated with conference or similar event attendance must be submitted to [INSERT TITLE] for approval and must follow the procedure outlined below.

Reimbursement Procedure

In order to be reimbursed for an approved purchase linked to conference attendance, employees must follow the steps outlined below:

1. Fill out a reimbursement form, which is available at [Indicate where: example on the company website, in the X’s office etc.].
2. Attach receipts or other proof of purchase. Failure to provide receipts may produce a delay in reimbursement.
3. Submit the form and pertinent attachment attachments to [Insert Name/Title] within 30 days from the date of the expense.

Reimbursements will be processed as quickly as possible and funds will be returned to you via [insert how money is returned. Example: e-transfer directly to your bank account; your next pay etc.].

Employees are encouraged to coordinate expenses whenever possible, such as through carpools or shared taxis used at the conferences.

[Organization Name] will not reimburse travellers for expenses that are inherently personal in nature, nor provide reimbursement for the travel expenses of persons who accompany employees.

For greater clarity, eligible expenses are only those that have been approved in advance and are submitted for reimbursement with a valid receipt and reimbursement form. Failure to abide by the guidelines set forth in this policy will result in possible corrective action.

Enforcement

Any violations of this policy may result in disciplinary action, up to and including termination of employment. If an employee has any questions or concerns about this policy, they should contact the [Insert person] for clarification.

This policy is subject to revision and updates at the discretion of the company. Employees will be notified of any changes to this policy.

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