

MEAL BENEFIT POLICY

Intent

The Ramada Plaza by Wyndham Calgary Downtown ("RHDCA") will, at its discretion and in accordance with this policy, provide management employees with meal benefits, at RHDCA's expense. It is important for the employee to note that meal benefits are taxable benefits and will be reported as such on payroll submissions.

Scope

This policy applies to management employees of RHDCA who have been provided with a meal benefit based on their employment agreement. RHDCA may at its discretion, choose not to provide a meal benefit to a management employee, even though the employee may be eligible.

Guidelines

RHDCA agrees to provide its management employees with a meal benefit per year based on years of services. The benefit value will be allocated as follows:

Years of Service	Retail Value Per Year	Estimated Meals Per Week	Estimated Annual Taxable Benefit
1 year & less than 3 years	\$850	1	\$340 + GST
3 years & less than 5 years	\$1,500	2	\$600 + GST
5 years & less than 10 years	\$2,500	3	\$1,000 + GST
10 years plus	\$4,000	5	\$1,600 + GST

This meal benefit is available on retail menu prices only and does not apply to discounted staff menus. The meal benefit will be taxable at cost value and not retail value. The cost value is currently 40% and may be changed at the discretion of RHDCA at any time.

Additional Information

- The annual allowance per employee will be tracked through individual posting master (PM) accounts. The employee will use this PM account number when they receive a bill for their meal benefit. The employee is required to check to ensure the bill is accurate and then print and sign their name legibly and enter their individual PM number on the bill where "Room Number" is indicated.
- Each pay period an estimated value will be recorded as a taxable benefit. At the end of each quarter a reconciliation will be completed by the head office accounting team. The reconciliation will identify the employee's actual taxable benefit based on consumption and provide employees with an update on the total value of their allowance that has been consumed to date.
- Any variances between the estimated value of the taxable benefit and the actual consumed taxable benefit will be adjusted in the first pay period following the end of the quarter.
- Any consumption over the allocated allowance will be the responsibility of the employee and will be deducted from the pay period following the reconciliation that identifies the excess spending of the benefit.
- Meal allowances are based on the calendar year and will be prorated from your start date to the end of the year.

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- Allowance balances may not be carried over from one year to the next.
- The meal benefit will not cover gratuities.
- Allowance privileges may only be used when on-shift in the hotel, with a maximum of one meal per shift. Allowance balances cannot be used past the last day of employment, should the employee/employer relationship end.
- The meal benefit does not have any cash value.

RHDCA retains the right to monitor employees for excessive or inappropriate use of their provided meal benefit.

I acknowledge I have read the above policy and agree to abide by its terms and conditions. I understand that violations of this policy or misuse of this benefit may result in disciplinary action being taken against me.

Signature

Date