

DISCOUNTED EVENTS APPROVAL POLICY FIP106

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1. POLICY INTRODUCTION

This policy documents the manner by which National Ambulance staff may offer discounted or free medical coverage to event clients, for the purposes of this policy called 'Corporate Social Responsibility' / 'CSR' medical coverage. It also defines the minimum benefits that should be obtained by National Ambulance if CSR medical coverage is provided to clients.

2. SCOPE

This Policy applies to all event clients. An **'Event'** is defined as any gathering / function at which National Ambulance will provide medical coverage outside of the frontline service provided in the Northern Emirates and outside of the routine pre-hospital care / ambulance services provided to other clients under a monthly contract.

Reference is made to the **'Ambulance Service Price List'**, updated each year by the Chief Financial Officer and approved by the Chief Executive Officer. This Policy applies to all events where the revenue earned from providing medical coverage at an event is less than the rates specified in the Ambulance Service Price List. This Policy does not apply to event coverage where the client is charged the full rate as specified in the Ambulance Service Price List.

2.1. Scope Exceptions

The term **'Event Client'** is defined as any client to whom National Ambulance proposes to provide pre-hospital care / ambulance services. All Event Clients should be charged the full price as specified by the Ambulance Service Price List, with the exception of the following:

- 1) Clients of National Ambulance under a monthly contract for the provision of medical services, except where such client requests additional coverage, i.e. existing clients who request additional ad-hoc medical coverage will be covered under this policy, except if exception number 4 below applies
- 2) Clients covered under the Patient Transfer Service rates, if they differ from the Ambulance Service Price List, whether those rates are applied to Corporate or Personal clients
- 3) Clients whose event rates have been defined by a separately negotiated contract and whose Event Rates may be different from the Ambulance Service Price List
- 4) Clients of National Ambulance for which separate event rates have been specified as part of the main contract
- 5) Government and / or VIP clients where a maximum 10% discount against the Ambulance Service Price List may be offered based on the discretion of the Chief Executive Officer (**'CEO'**), the Chief Financial Officer, the Chief Administrative and Medical Officer (**'CAMO'**), and / or the Chief Operations Officer.
- 6) Exceptions approved by the CEO in accordance with this Policy.

3. DEFINITION OF TERMS

A distinction needs to be made between financial terms used in this Policy, as follows:

Term	Definition
Event Revenue	The revenue / income that is earned by National Ambulance based on the full rates charged in accordance with Ambulance Service Price List.
Event Cost	The costs to National Ambulance of providing the event service to the client. For the purpose of Event Cost, consideration is only given to the overtime paid to National Ambulance staff for covering the event. No consideration is given to any other costs associated with event coverage. For example, ambulance depreciation, fuel costs, consumables, insurance, etc. are not considered for purposes of calculating Event Cost since their cost are immaterial to the overall costs of providing medical coverage.
Financial Benefit	The benefit obtained by National Ambulance as a result of providing medical services to a client. Such Financial Benefit may not always be able to be accurately valued. Such Financial Benefit may include, but is not limited to, advertising or similar exposure from having National Ambulance branding at an event, tickets to the event provided by the client, invitation to National Ambulance personnel to partake in an event, National Ambulance branding on event material, etc.

4. ROLES AND RESPONSIBILITIES

The CEO will be solely responsible for deciding on CSR medical coverage provided to Event Clients in line with this Policy.

Neither the Chief Financial Officer, Chief Administrative and Medical Officer, the Chief Operations Officer nor any other member of National Ambulance staff will have the authority to offer CSR medical coverage to Event Clients, except with the specific approval of the CEO in line with the contents of this Policy.

The Chief Financial Officer or his nominee will issue a quote to all Event Clients based on the Ambulance Service Price List. CSR medical coverage may only be provided as per the approval matrix specified in this Policy.

5. GENERAL

5.1. CEO Authority for Event Discounts

The CEO is the only person who may approve a discount against the Ambulance Service Price List, unless the discount / free medical coverage is in accordance with the Scope Exceptions defined in Paragraph 2.1 of this Policy. Other staff may recommend discounted or free medical coverage to the CEO for their consideration and final approval.

6. PROCEDURES AND FORMS

Procedures and Forms relevant to this Policy	
The Ambulance Service Price List	Not a Controlled Document

7. DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy, such as changes in roles and responsibilities, release of new legislative or technical guidance, changes to the limits specified in this Policy, or identification of a new policy area.

This document ownership for editing is identified as:

Chief Financial Officer, in his / her role of Risk Officer

8. CHANGE BRIEF

Version Number	Date	Changes
1	February 2022	New Policy Implemented
2		

Review and Approval:

Chief Administrative and Medical Officer