



## Medicine Hat College Policy CODE OF CONDUCT

Policy #:	HR-10
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and Chief Executive Officer
Effective Date:	April 30, 2019
Next Mandatory Review Date:	April 30, 2024
Frequency of Review:	every 5 years

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### 1. POLICY OBJECTIVE

The purpose of this policy is to outline the general principles intended to govern the conduct of members of the Medicine Hat College (MHC) community and their representatives, and to provide overall guidance in matters of day-to-day conduct.

It is imperative that all members conduct themselves according to this policy to avoid any real or apparent conflict of interest, which protects themselves and the College as a whole.

### 2. POLICY SCOPE

This Code of Conduct (the Code) applies to all members of the MHC community, with the exception of the College Board of Governors, who are bound by their own Code of Conduct.

All MHC employees shall sign a Code of Conduct upon appointment and each September thereafter.

### 3. BACKGROUND INFORMATION

As a public post-secondary institution, the reputation of the College is fundamental to its success. This Code articulates the overarching legal and ethical principles that govern MHC's day-to-day operations. The College expects its members and their representatives to adhere to ethical standards, including honesty, integrity, impartiality, respect for others, fair dealing, diligence, and prudence and accountability in the use of the College's resources. Adherence to such standards not only serves to further the reputation of MHC, but also provides an essential foundation for excellence in education, and is vital to the development and maintenance of an environment in which members are proud to work and be part of the College.

### 4. DEFINITIONS

- **Act:** the Conflict of Interest Act.
- **Applicable Laws:** all federal, provincial and municipal laws, statutes, regulations, bylaws, orders and instruments, and all terms and conditions of any

grant of approval, permission, authority or license of any court of government or self-regulatory authority that apply to a party and its operations and business.

- **Apparent Conflict of Interest:** exists if there is a reasonable perception, which a reasonably well informed person could properly have, that the employee's ability to exercise their duties must have been affected by their private interest.
- **Conflict of Interest:** arises when individuals are placed in a position whereby their private interests conflicts with the best interests of MHC. The test of a conflict of interest is not just a case of whether the individual is actually improperly influenced by their private interest. The pivotal issue is whether circumstances lend themselves to such a possibility.
- **Discrimination:** is defined as any unjust practice or behavior, whether intentional or not, based on and which negatively affects or could negatively affect a member of the College Community. Discrimination often leads to harassment, and/or unequal and unfair treatment. The Alberta Human Rights Act prohibits discrimination on the basis of several protected grounds. Complaints on these specific grounds may be referred directly to the Alberta Human Rights Commission at any time by the complainant.
- **Employee:** any person who is employed by MHC or who provides services to MHC under an employment contract. Employees are bound by this Code and are considered members of the College Community.
- **Good Faith Disclosure:** a submission of information, that is based on reasonable belief and is not malicious, frivolous or vexatious, to the appropriate college authority.
- **Harassment:** conduct or comments based on the protected grounds, as set out in the Alberta Human Rights Act, that a reasonable person would find unwelcome, or that a reasonable person ought to know would be unwelcome, and has the effect of interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive work or educational environment. Harassment need not be intentional, and may occur during one incident, or over a series of incidents.

In the context of the above definition, examples of harassment include, but are not limited to:

- (a) sexual harassment;
- (b) verbal or physical abuse;
- (c) bullying, ridicule, threats, intimidation, or practical jokes that result in awkwardness or embarrassment;
- (d) offensive signs or images;
- (e) derogatory remarks, jokes, innuendo or taunts;
- (f) a pattern of disrespectful behavior, while not directed at any one individual, is severe enough to prevent an environment conducive to working or learning; and

- (g) objectionable and unwanted behavior with no legitimate educational or work related purpose which;
- i constitutes misuse of authority or abuse of an unequal institutional power relationship;
  - ii implies that submission to, or rejection of such conduct is used explicitly or implicitly as a condition for employment, education, or assessment decisions affecting the individual;
  - iii has the effect of interfering with an individual's or group's work performance or educational experience, or constitutes a clear pattern of mistreatment that is known, or should reasonably have been known, to be severe enough to have the effect of creating an intimidating, humiliating, hostile or offensive educational or work environment.

- **MHC or the College:** Medicine Hat College.
- **Members of the Medicine Hat College Community:** for the purposes of this policy, members include employees and students, but not the College Board of Governors, as they are bound by their own Conflict of Interest Policy.
- **Private Interest:** the private interest of an employee includes an interest:
  - (a) that affects a person as one of a broad class of the public, or
  - (b) that affects the compensation or benefits of an employee, or
  - (c) an interest that is trivial.
- **Protected Ground:** race, religious belief, colour, gender, sexual orientation, physical disability, mental disability, age, ancestry, place or origin, marital status, family status, source of income, gender identity, gender expression or as otherwise set out in the Alberta Human Rights Act.
- **Secondary Employment or Appointment:** any appointment, employment, business or undertaking outside of the College. It does not include income derived other than through an appointment, employment, business or undertaking.
- **Student:** any person enrolled in study at MHC. Students are bound by this Code and are considered members of the Medicine Hat College Community.
- **Undertaking:** any activity which an individual is financially compensated for their involvement.

## 5. PRINCIPLES

There are five categories within the Code of Conduct:

- People and Community;
- Honesty, Impartiality and Integrity;
- Conflict of Interest;
- Protection and Care; and
- Duty and Responsibility

## 5.1 People and Community

As part of an academic community dedicated to creating and communicating knowledge, the people who work, teach and learn at MHC rely on each other. The way that individuals conduct themselves in relation to others is the cornerstone of ethical conduct amongst members of the College.

### 5.1.1 Respect for Others

- (a) Every member will treat everyone equitably and with respect.
- (b) Employees who supervise other members must treat them fairly and afford them equality of opportunity, maintain open and honest communication with them, and ensure that they understand performance standards expected of them. Evaluations of members' performance must be undertaken objectively and without bias.
- (c) Members shall be responsive, fair, and courteous in dealing with others.
- (d) No-one shall take unfair advantage of anyone through illegal conduct, manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.
- (e) The College accommodates and respects different opinions and perspectives and disagreements must proceed only by rational debate. Members will not thwart rational debate by verbal or physical violence or intimidation. Members must not verbally abuse, vilify or belittle other individuals either directly or indirectly.
- (f) Rude or insulting behaviour towards anyone is unacceptable.
- (g) All members have the right to study, to work, and to live in an environment free from all forms of harassment and discrimination. Accordingly, in carrying out their duties, members must refrain from, for example, discriminating against or harassing anyone on the grounds of race, ancestry, place of origin, colour, religious beliefs, gender, sexual orientation, gender identity, gender expression, physical or mental disability, age, source of income, marital status, family status, or other grounds as prohibited under applicable laws.

### 5.1.2 Individual Responsibility and Accountability

- (a) Ethical behaviour is an individual, as well as a collective responsibility of all members. The College relies on the integrity of each member, whether they are acting individually or as part of a group.
- (b) The College operates on the principle of individual accountability within a system of defined roles and governance. Employees must assume the responsibilities that are appropriate to their positions and roles. They are accountable to MHC and to each other for their actions and shall exercise sound judgment and to act in good faith in performance of their responsibilities.
- (c) Employees whose responsibilities require them to make a decision that may adversely affect another member's rights, liberties, interests, or legitimate expectations must ensure that their decision is formulated and applied with fairness, so that, at the very least,

the person affected has the opportunity to respond to relevant allegations, assertions, and evidence before the decision is made, and the decision itself is reached only with full knowledge of the facts and without bias or conflict of interest.

- (d) When roles, responsibilities or reporting relationships are unclear, employees are encouraged to seek clarification from their manager or supervisor.
- (e) If an employee is charged with an offence under the *Criminal Code of Canada* or *Controlled Drugs and Substances Act (Canada)* arising from their conduct while on or off duty, they shall immediately disclose the charge to their manager or supervisor and Human Resources. The Director, Human Resources will consult with the relevant Vice-President about the issue and will determine next steps, pursuant to College policies.

## 5.2 Honesty, Impartiality and Integrity

Honesty, impartiality and integrity are fundamental principles under which the College operates. Employees shall be truthful and objective in their work and interactions.

### 5.2.1 Responsible Conduct of Teaching and Research

- (a) MHC is committed to achieving the highest standards of teaching and research and to conducting these activities with integrity, objectivity and fairness and in compliance with all applicable laws and regulations.
- (b) Employees who pursue scientific and other academic research must do so with rigor and intellectual honesty; refrain from research misconduct; protect the welfare of human and animal research subjects and obtain appropriate approval and consents for studies involving such subjects; be accountable for sponsors' funds; and comply with grant and contract requirements and applicable policies and procedures of the College regarding research.

### 5.2.2 Avoid Conflict of Interests

- (a) Employees must conduct their activities in a manner that is objective, independent and impartial and that assigns first priority to the needs and goals of the College.
- (b) Employees will not use their status within the College to obtain private gain or benefit. Even the appearance of an undue influence or conflict of interest with respect to one's actions on behalf of the College can be harmful. Therefore, employees must be sensitive to both the reality and the potential appearance of their activities, particularly with respect to outside professional activities, private and financial interests, and the receipt of benefits from third parties (including MHC contractors and vendors).
- (c) Potential conflicts must be disclosed in accordance with Section 5.3.

5.2.3 Business and Financial Recordkeeping and Reporting

- (a) To ensure transparency, sound business practice, and compliance with applicable laws, and because of its obligations as a public post-secondary learning institution entrusted with government and private funds, MHC depends on rigorous observance of accounting, financial recordkeeping, reporting and other standards and policies and on the maintenance of internal audit, internal control and compliance mechanisms.
- (b) When such tasks are required by their job responsibilities, members must record, allocate, and document revenue, expenditures, time, effort and other information in a way that is accurate, clear, complete and timely.

5.3 Conflict of Interest

The responsibility for declaring real, potential, or apparent conflicts of interest rests with the employee, however, as per Section 6.1 (Obligation to Report), all members of the College must report suspected violations.

5.3.1 Restrictions on Gifts

The College seeks donations from its stakeholders to supplement the financial revenue streams which is then used for operational, capital and student scholarship purposes. This section is intended only for individual gifts, benefits or other favors directed for private use by an employee.

5.3.1.1 Employees must not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their office or duties, from an individual or organization, other than:

- (a) The normal exchange of gifts between friends;
- (b) The normal exchange of hospitality (less than \$50.00) between individuals doing business together;
- (c) Tokens exchanged as part of protocol; or
- (d) The normal presentation of gifts to persons participating in public functions, awards, speeches, lectures, presentations or seminars.

5.3.1.2 Acceptance of cash or cash equivalents as gifts always is strictly prohibited.

5.3.1.3 The value of a single tangible gift permitted by this section will not exceed \$100.00. The cumulative maximum cash value limit for tangible gifts permitted by this section from a single source in a calendar year is \$200.00.

5.3.1.4 Subject to the paragraph immediately below, the value of a single event invitation permitted by this section will not exceed \$250.00. The cumulative maximum cash value limit for event invitations permitted by this section from a single source in a calendar year is \$500.00.

5.3.1.5 For an invitation to a conference (to speak or present in an active capacity) where travel, admission, and / or accommodation expenses are gifted, the value of the airfare, conference fees and accommodation which may be accepted together will not exceed \$3,000.00. The cumulative maximum cash value limit for conference invitations permitted by this section from a single source in a calendar year is \$6,000.00. Exceptions to this provision may only be approved by the President and Chief Executive Officer (CEO), in writing prior to acceptance to attend any such an event.

5.3.1.6 For the President and CEO only, the value of a single event invitation permitted by this section from a donor or friend of the College will not exceed \$300.00, and the cumulative maximum cash value limit for event invitations permitted by this section from a single donor in a calendar year is \$600.00.

#### 5.3.2 Secondary Employment and Appointments

Prior to accepting or creating any secondary appointment, employment, business or undertaking outside of the College, employees must notify their supervisor in writing, which includes all relevant details and any background information that is required. The supervisor will immediately evaluate the proposed appointment, employment, business or undertaking to determine if there is any real or apparent conflict of interest. If there is no real or apparent conflict of interest, the supervisor must approve the appointment, employment, business or undertaking in writing, with a copy to the individual's human resources file. If there is a real or apparent conflict of interest, the supervisor must consult with the Director, Human Resources and would then (together) determine if there is a real or apparent conflict of interest. If there is a disagreement between the supervisor and the Director, Human Resources, they shall consult the relevant Vice-President for the final decision. The Director, Human Resources must then, in writing, either deny the request for appointment, employment, business or undertaking or allow with appropriate procedures to manage the real or apparent conflict of interest.

#### 5.4 Protection and Care

The safety and security of its members and other resources is integral to the College. Employees will perform their duties with due attention to the safety, security, preservation and stewardship of resources.

Employees will not act in self-interest or furthering their private interests by virtue of their position or through carrying out their duties within the College.

##### 5.4.1 Health and Safety

- (a) MHC is committed to protecting the health and safety of its community and ensuring the security of its premises and facilities.
- (b) Members shall report any threat or risk to health or safety, whether their own or others, and must take reasonable steps, to promote physical safety and security.

5.4.2 Appropriate Use of MHC's Resources

- (a) Employees shall manage and protect the College's property, financial assets and other resources with appropriate care. As the recipient of donations, government and private grants, and other contributions, MHC must be an effective steward of its resources.
- (b) Employees will ensure that the College's resources are used carefully and appropriately for the benefit of the College and its members, and in a manner consistent with all legal requirements and applicable policies of the College.
- (c) Employees must not waste the College's resources or make use of MHC's property or resources for their own private benefit or purposes.
- (d) MHC controls the use of its name and logos in order to protect the College's reputation and to ensure that their use is consistent with the College's mission, and identity. Employees must protect MHC's name and logos from improper use.

5.4.3 Information Privacy, Confidentiality and Security

- (a) Employees must handle all information in ways that respects individual privacy and protect MHC's interests.
- (b) Employees may, by virtue of their positions and responsibilities within the College, have access to information that is private, confidential, sensitive or legally protected. Employees must treat such information with absolute care and diligence, including observing applicable laws, policies and procedures of the College for obtaining, securing, maintaining, handling, divulging and destroying such information.
- (c) Records shall be retained or destroyed according to MHC's record retention practices. Employees must not alter, distort, conceal, or destroy any document, record, or object for the purpose of impeding or obstructing any investigation conducted by MHC or any government or regulatory agency.

5.5 Duty and Responsibility

Employees have duties, responsibilities and obligations to others and to the College. Most notably, employees have the duty to be aware of the obligations imposed by relevant laws, regulations and various policies and procedures established by the College. Employees are encouraged to ask questions when those obligations are unclear, and to report potential problems, possible wrongdoings or suspected noncompliance with relevant laws, regulations and various policies and procedures established by the College.

5.5.1 Compliance with Applicable Laws, Regulations, Policies and Procedures

- (a) MHC operates in a highly regulated environment.
- (b) Members must conduct themselves ethically and in compliance with the broad array of laws and regulations that apply to their activities. They shall familiarize themselves with and follow the applicable policies and procedures established by the College.
- (c) MHC is committed to ensuring that all members have easy and full access to, and are aware of the various policies and procedures of



the College. MHC at all times maintains the most current and printable version of its various policies and procedures on the College's intranet web. The Code of Conduct is also posted on the MHC public website.

- (d) Members who fail to comply with this policy will be subject to disciplinary action, up to and including termination for cause.
- (e) The President and CEO has final authority for this policy.

## 6. PROCESS

The College will ensure that at all times during the course of the process the principles of natural justice and procedural fairness are followed. The principles of natural justice and procedural fairness ensure that a fair decision is reached by an objective decision-maker. Maintaining procedural fairness protects the rights of individuals and enhances confidence in the College's processes. The elements of procedural fairness include but is not limited to: the right for the respondent to receive details of the complaint, the opportunity to respond and be heard, and the right to be provided with a summary of the outcome in writing.

### 6.1 Obligation to Report

- 6.1.1 All members of the College must report any real or apparent conflicts of interest, suspected violations of laws and regulations, or of the College's policies and procedures, including but not limited to the Code of Conduct.
- 6.1.2 The College is committed to protecting all members or complainants who expose real or apparent conflicts of interest or breaches to the Code of Conduct. Those who make good faith reports of suspected violations are protected from retaliation by college policy.
- 6.1.3 The College will review and respond to all good faith reports with appropriate diligence.

### 6.2 Notification of Conflict of Interest or Breaches to the Code of Conduct

#### For Employees

- 6.2.1 In all situations where an employee becomes exposed to a real, apparent, or potential conflict of interest or to a breach of the Code of Conduct, either for themselves or someone else, they will immediately declare the real, apparent, or potential conflict(s) or breach to their immediate supervisor in writing, which includes all relevant details and any background information that is relevant to the complaint.
- 6.2.2 The immediate supervisor will report the real or apparent conflict of interest or a breach to the Code of Conduct to Human Resources (with a copy to the relevant Vice-President advising them of the situation and to seek assistance. If the matter is successfully resolved at this level (which may require the employee to absent themselves from the place of decision), the immediate supervisor will ensure a letter is placed on the employee's file with a copy to the employee, supervisor, and the relevant Vice-President indicating the matter has been concluded.

- 6.2.3 In the event that the issue is with the immediate supervisor, the employee shall consult with the relevant Vice-President or the Director, Human Resources.
- 6.2.4 If the issue cannot be mutually resolved, the Director, Human Resources will refer the matter to the relevant Vice-President for further action.
- 6.2.5 In the event that the issue is with the Director, Human Resources, then the process shall be handled by the Vice-President, Administration and Finance.
- 6.2.6 Where direct reports of the President and CEO are involved or at the request of the relevant Vice-President, the President and CEO shall resolve potential conflicts.
- 6.2.7 At any time during the matter, the College may seek legal counsel for guidance.
- 6.2.8 Any discipline provided to the employee (if required) must be in accordance with the all provincial legislation, college policies, and any relevant collective agreements.
- 6.2.9 The complainant and respondent will be advised in writing of the decision in relation to the complaint within 15 business days of completion of the investigation report and that decision is final. If the matter is concerning a Vice-President, then the President and CEO will provide the decision in writing, and that decision is final.

#### For Students

- 6.2.10 In all situations where a student becomes exposed to a real, apparent, or potential conflict of interest or to a breach Code of Conduct, either for themselves or someone else, they will immediately declare the real, apparent, or potential conflict(s) or breach to the Registrar in writing, which includes all relevant details and any background information that is relevant to the complaint.
- 6.2.11 The Registrar will report the incident to the Associate Vice-President, Student Development advising them of the situation and to seek assistance. If the matter is successfully resolved at this level, the Registrar will ensure a letter is placed on the student's file with a copy to the student indicating the matter has been concluded.
- 6.2.12 In the event that the issue cannot be mutually resolved, the Registrar will refer the matter to the Associate Vice-President, Student Development for further action.
- 6.2.13 At any time during the matter, the College may seek legal counsel for guidance.
- 6.2.14 Any discipline provided to the student (if required) must be in accordance with the all provincial legislation and college policies.
- 6.2.15 The Associate Vice-President, Student Development will provide the complainant and respondent with its decision in relation to the complaint within 15 business days on completion of the investigation report. That decision shall be provided in writing, and is final.

## 7. SPECIAL OBLIGATIONS

The following are special obligations set out in the Conflicts of Interest Act that apply only to the President and CEO. These obligations will apply immediately to any President and CEO upon hiring or appointment.

7.1 The President and CEO is subject to additional obligations under section 23.925 of the Conflicts of Interest Act:

7.1.1 The President and CEO must not take part in a decision in the course of carrying out their office or powers knowing that the decision might further a private interest of the President and CEO, a person directly associated with the President and CEO, or the President and CEO's minor or adult child;

7.1.2 The President and CEO must not use their office or powers of influence or seek to influence a decision made by or on behalf of the Crown or a public agency to further a private interest of the President and CEO, a person directly associated with the President and CEO, the President and CEO's minor child, or to improperly further any other person's private interests;

7.1.3 The President and CEO must not use or communicate information not available to the general public that was gained by the President and CEO in the course of carrying out their office or powers to further or seek to further a private interest of the President and CEO or any other person's private interests; and

7.1.4 The President and CEO must appropriately and adequately disclose a real or apparent conflict of interest.

7.2 As set out in section 23.93 of the Conflicts of Interest Act, the President and CEO must not own or hold a beneficial interest in publicly-traded securities unless held in a blind trust or investment arrangement approved by the Ethics Commissioner or the Ethics Commissioner grants prior approval of the retention of the ownership or beneficial interest. Approvals must be granted in writing by the Ethics Commissioner.

7.3 Publicly-traded securities must be managed within 60 days of a person becoming the President and CEO, or of section 23.93 of the Conflict of Interest Act becoming applicable to the President and CEO or the acquisition of a publicly-traded securities by gift or inheritance. The Ethics Commissioner may set out a longer period.

7.4 Within 60 days of becoming the President and CEO or of section 23.931 of the Conflict of Interest Act becoming applicable to the President and CEO, and in each subsequent year at a time specified by the Ethics Commissioner, the President and CEO must provide to the Ethics Commissioner, in a manner and form specified by the Ethics Commissioner, a full financial disclosure of the President and CEO's assets, liabilities, investments, holdings, and other interests and of the assets, liabilities, investments, holdings and other interests of the President and CEO's

direct associates: spouses, adult interdependent partners, minor children, and any corporation or partnership that the President and CEO, their spouse, or adult interdependent partner controls.

7.5 The President and CEO also must provide a direct associate return to the Ethics Commissioner within 60 days of becoming the President and CEO or of section 23.932 of the Conflict of Interest Act becoming applicable to the President and CEO.

7.6 The President and CEO must file an updated disclosure or direct associates return within 30 days of any material changes to a previous disclosure or direct associate return. The President and CEO also must file an updated direct associate return within 30 days of ceasing to be a designated senior official.

7.7 As required by section 23.937 of the Conflicts of Interest Act, for 12 months after the last day that they hold their position as President and CEO, the President and CEO:

7.7.1 Must not lobby any public office holder, as defined in the Lobbyist Act.

7.7.2 Must not act on a commercial basis or make representations on behalf of any party in connection with which the President and CEO directly acted for or advised a department or public agency.

7.7.3 Must not make representations with respect to or solicit or accept on their own behalf a contract or benefit from a department or public agency with which the President and CEO had a direct and significant official dealing.

7.7.4 Must not accept employment with an individual, organization, board of directors, or equivalent body of an organization with which the President and CEO had direct and significant official dealing.

7.7.5 The President and CEO may apply to the Ethics Commissioner for a waiver or reduction of the time period applicable to these restrictions.

7.7.6 There are two exceptions:

7.7.6.1 Nothing restricts a current or former President and CEO from being appointed to the board of directors or a governing body of another public agency; and

7.7.6.2 Nothing restricts a current or former President and CEO from accepting employment with a department of the public service or a public agency in accordance with Part 1 of the Public Service Act.

7.8 The Ethics Commissioner may penalize the President and CEO for providing false or misleading information or for non-compliance or of the Conflict of Interest Act.

7.9 The President and CEO is entitled to be reimbursed for:

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- 7.9.1 Costs associated with the completion of their disclosure statements, and
  - 7.9.2 Costs associated with the establishment and administration of either a blind trust or an investment arrangement.
  - 7.9.3 The amount must be approved by the Ethics Commissioner and is payable by Medicine Hat College. The Commissioner can also recommend that the President and CEO be reimbursed for legal expenses incurred in respect of an investigation.
- 7.10 The President and CEO must not be involved in any appointment, employment (including self-employment), business, or undertaking, other than their employment as the President and CEO (“Concurrent Employment”), unless the President and CEO:
- a) obtains the approval from the College’s Board of Governors for the Concurrent Employment, and
  - b) applies to the Ethics Commissioner for approval in writing to engage in the Concurrent Employment and complies with any conditions imposed.

### **8. EFFECTIVE DATE**

Following approval by the Senior Executive Council, this code will be made public. The Code will become effective 30 calendar days after being made public.

### **9. APPLICABLE LEGISLATION/REGULATIONS**

*Conflict of Interest Act*

*Post-secondary Learning Act*

*Public Interest Disclosure (Whistleblower Protection) Act*

*Freedom of Information and Protection of Privacy Act*

*Lobbyist Act*

### **10. RELATED POLICIES**

AC-02: Academic Freedom

FN-01: Travel and Expenses

GA-04: Freedom of Information and Protection of Privacy

HR-01: Respectful Work and Learning Environment

HR-03: Disclosure Protection Policy

HR-05: Workplace Relationships

HS-01: Occupational Health and Safety

SD-01: Sexual Violence

SD-04: Student Non-Academic Misconduct

1.1: Academic Regulations

1.4: Retention of Student Records

2.6: Donations and Fundraising

2.14: Positioning and Promoting Medicine Hat College

4.1: Partnerships with External Organizations

4.9: Asset Capitalization

- 4.10: Net Assets
- 4.11: Disposal of Assets
- 4.15: Expense Advances to Employees
- 4.16: International Travel
- 4.17: Signing Authority and Limitations
- 4.18: Disclosure of Travel and Expenses
- 6.1: Emergency Management
- 6.9: Working Alone
- 6.10: Violence in the Workplace
- 7.1: Personnel Record
- 7.24: Political Candidacy of Employees
- 7.27: Criminal Record Check
- 7.2: Personal Information and Privacy
- 8.4: Internet Compliance
- 8.10: Email Usage
- 9.2: Integrity in Research and Scholarship
- 9.3: Research Conflict of Interest and Mandatory Exposure
- 9.5: Intellectual Property and Copyright
- 9.6: Copyright Compliance
- 9.7: Ethical Conduct for Research Involving Human Participants

## 11. RELATED PROCEDURES

- PR-FN-01-01: Travel and Expenses
- PR-GA-04-01: Freedom of Information and Protection of Privacy
- PR-HR-001-01: Respectful Work and Learning Environment Complaint Resolution
- PR-HR-03-01: Disclosure of Wrongdoings
- PR-HR-05-01: Workplace Relationships
- PR-SD-01-01: Sexual Violence – Reporting and Responding
- PR-SD-04: Student Non-Academic Misconduct

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Wayne Resch  
Acting President and CEO

Date: March 29, 2019

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Carla Bennett  
Interim Vice-President,  
Administration and Finance  
Date: March 29, 2019

## DOCUMENT HISTORY

March, 2019 Revised policy approved