

## **POLICY AND PROCEDURE FRAMEWORK POLICY**

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Operations
<b>Approval Date:</b>	June 15, 2022
<b>Effective Date:</b>	June 15, 2022
<b>Policy Owner:</b>	Vice President, Administration and Chief Financial Officer
<b>Policy Administrator:</b>	Manager, Compliance

### **Objective:**

This policy governs the development, implementation, and review of all NorQuest College (college) policies and procedures. It ensures that the policies and procedures are aligned with the College's commitment to creating an antiracist, decolonial, equitable, diverse, and inclusive organization and that all policies and procedures are being monitored and reviewed consistently and appropriately.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### **Policy:**

All new and revised college policies and procedures will be determined, designed, approved, communicated, maintained, and retired in accordance with this policy and its attendant procedures.

Under the authority delegated to the President and CEO from the Board, policies and attendant procedures should be founded by Policy Owners to assist in the operation of their areas of responsibility for the good of the students. Authority, oversight, and support for the administration of the College Policy and Procedure Framework (Framework) expressed by this policy and attendant procedures is delegated to the NorQuest College Compliance Office.

Under the authority delegated by the President and CEO, the Executive Team may issue policy statements on various matters that affect the college. Such statements are to be consistent with policies adopted by the college's Board of Governors (the Board) and are to be within the limits established by the Board.

The college is committed to recognizing and removing all forms of oppression and bias. Policies and procedures must be compliant with the college's ongoing focus on antiracism, decolonialization, equity, diversity, and inclusion as supported and outlined in the [Policy and Procedure Framework Procedure](#).

**Noncompliance:** As per the Code of Conduct Policy, employees are expected to demonstrate a high standard of personal conduct at the

college. This includes upholding the law and following college policy and procedure. Consequences of noncompliance will be in accordance with college policy and procedure, and/or as required by legislation.

#### Definitions:

**Anti-racism:** means the active process of identifying and eliminating racism by changing systems, organizational structures, policies, practices, and attitudes; so that power is redistributed and shared equitably<sup>1</sup>.

**College Community:** includes any and all students, faculty, administrative, or staff members of the college, member of the public serving in a recognized capacity for the college, and employee of an agency contracted by the college.

**College Policy and Procedure Framework:** the steps taken by which all college policies and procedures are developed in a transparent and universal manner and managed.

**Diversity:** acknowledges the variety of difference already present in our society. Diversity encompasses the protected grounds found in human rights legislation (race, gender, religion etc.), personal characteristics (personal habits, work experience), and organizational characteristics (work location, seniority).

**Equity:** is about fairness, not sameness. It recognizes that there are different paths to achievement and each path requires unique inputs to achieve success.

**Inclusion:** is the intentional act of recognizing and valuing diversity. It is the degree to which an one perceives that they are a valued member of their work group through experiencing treatment that satisfies their needs for belongingness and uniqueness.

**Policy or Procedure Administrator:** individual responsible for the identification, creation, and implementation of respective policies and procedures.

**Policy or Procedure Owner:** individual responsible for the ownership of specific policies and procedures within the college. A Policy or Procedure Owner is the final approving authority for specific college level policies or procedures before they are released for general distribution to the college community. The Policy and Procedure Owner is responsible for the interpretation and awareness of the policy or procedure, and for championing overall compliance within the college community. A Policy or Procedure Owner is at the level of President and CEO or Member of Executive Team.

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<sup>1</sup> "Anti-Racism." *Alberta Civil Liberties Research Centre*, 2020, [www.aclrc.com/antiracism](http://www.aclrc.com/antiracism).

<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**Policy:** a written expression of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the college community to support good judgment and discretion in the management of college affairs.

**Procedure:** a written statement that stipulates specific actions to be taken to conform to established policies, and allow for the systematic implementation of those policies. Procedures often include detailed step-by-step descriptions of what to do, and normally identify the use of any relevant forms.

- [Code of Conduct Policy](#)
- [NorQuest College Policy Template](#)
- [NorQuest College Procedure Template](#)
- [Policy and Procedure Framework Procedure](#)
- [Policies and Procedures Toolkit](#)
  
- [Post-Secondary Learning Act, Section 81\(3\)](#)

June 2026

November 2010: new  
 December 2011: first revision  
 August 2013: update for document links and branding  
 July 2014: scheduled review  
 June 2017: update for document links, dates, positions  
 June 2018: added noncompliance clause  
 August 2019: Compliance Office template & reorganization update  
 June 2022: reviewed as per Policy and Procedure Framework Procedure. Revisions include changes to the title of the Policy Owner, the inclusion of an EDI requirement, the inclusion of new definitions, and a reorganization of the document for clarity.