

POLITICAL ACTIVITY PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Code of Conduct Policy
Approval Date:	December 21, 2018
Effective Date:	December 21, 2018
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

NorQuest College (college) expects all members of the college community to engage in ethical behaviour in all aspects of college related activities. All employees are expected to share in preserving and enhancing the college's image and reputation.

The college is committed to high standards of conduct. This Political Activity Procedure establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships. The objective is employee conduct of the highest ethical caliber.

Authority to establish this policy is derived from the NorQuest College Board of Governor's Policies:

- [No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation, and
- [No. 8](#) which requires the President and CEO to establish policies and procedures to ensure that all college employees comply with the college Code of Conduct.

Procedure:

As per the Code of Conduct policy all members of the college community can participate in political activities.

The college is committed to the free expression of political views by our college community and participation in political activities including memberships and support to candidates. However, as a publicly funded institution, it is also important that the college is, and is seen to be, non-biased in any political campaign municipally, provincially and federally.

College Resources

- The use of college's resources or name in connection with partisan political campaign activities is prohibited; including, buying tickets to events or the purchasing of memberships. Employees are not allowed to be invited to political dinners on the basis of their position with the college.
- The college's name, letterhead, logo or insignia cannot be used for partisan political purposes.
- The following may not be used for political campaign purposes: college's internal mailing system, electronic communications systems, office supplies, telephones, copiers, computers, and postage, etc.

- If elected parties are invited on campus, prior the event, the lead organizer must inform the Office of the President.

College Employees

- College employees may not perform personal tasks related to partisan political activities while at work or while on duty for NorQuest. This does not preclude being a Lead Organizer and/or involvement in political activities for teaching purposes.
- Faculty and staff may engage in and comment on political issues or public policy as individual citizens but should be careful to qualify that the opinions expressed are their own and do not represent the college and refrain from behaviour that would bring the college into disrepute.
- College employees may not display partisan political material in their offices, classrooms etc. as these spaces are college property.
- If a college employee declares an intention to run in an election, they must:
 - Adhere to the Code of Conduct policy and declare their intention to a higher college official in writing.
 - Not be featured in any college communications or marketing piece during the duration of their campaign.
 - Adhere to AUPE, Faculty, Out-of-Scope and Management agreements.

College Property During Official Campaign Period

The use of college facilities in connection with partisan political campaign activities during the official campaign period is prohibited except in the following cases:

1. College sanctioned political forums or debates with the following guidelines managed by the lead organizer:
 - All official parties must be invited.
 - A non-partisan individual should serve as moderator and ensure all ground rules are followed.
 - The moderator must state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the college, and that sanctioning the forum is not intended as an endorsement of any political candidate.
 - The agenda of the forum or debate should address a broad range of issues and be of significant interest to members of the college community.
2. The college has several areas suitable for placement of tables/and or displays. All official parties must be invited and then if interested each candidate, upon request in writing, will be provided on booking (for one day) of table space for election-related campaigning. All subsequent bookings made by candidates will be charged in accordance with the applicable policy, procedures, and fee schedule. Bookings of such space must be made in advance with the college bookings. Displays and tables that are erected without obtaining the necessary authorization will be removed.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

3. If official parties wish to use the college as a place to announce something during election time all other official parties must be informed with the same accommodation.

College Property in Non-Political Campaign Time

The college welcomes a diversity of views in the classroom and may bring in individuals to help students understand politics, the political process and political issues. However, the classroom is not a platform for the promotion of any particular political party or political ideology. It is the responsibility of the lead organizer to ensure the political figure is not asking for votes or support for their platform – monetary or volunteer-wise.

Partisan: strong supporter of a specific party.

Apolitical: not interested or involved in politics.

Lead Organizer: the individual that initiated the activity whether in the classroom or general college space.

- [Code of Conduct Acknowledgement Procedure](#)
- [Code of Conduct Disclosure Form](#) (online form)
- Code of Conduct Disclosure Form (attached for Board Members)
- [Code of Conduct Policy](#)

N/A

December 2022

November 2018: new
August 2019: Compliance Office template & reorganization update

BOARD MEMBERS ONLY

Code of Conduct Disclosure Form

NorQuest College expects all members of the College community to engage in ethical behavior in all aspects of College related activities. All Board Members are expected to share in preserving and enhancing the College's image and reputation.

The College is committed to high standards of conduct. The Code of Conduct Policy establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships including the following: conducting oneself impartially; not acting in self-interest or furthering private interests by virtue of one's position; disclosing real and apparent conflicts of interest (including concurrent employment); adhering to gift limit restrictions:

SELECT GIFT LIMIT RESTRICTIONS (See Code of Conduct for detailed list):

Value of a single tangible gift	not exceed \$100	Total cumulative value of tangible gifts received from a single source in a calendar year shall not exceed \$200
Value of a single event invitation	not exceed \$200	Total cumulative value of event invitations received from a single source in a calendar year shall not exceed \$400.
For some "key external roles*", the value of events invitations	not exceed \$1,000	Total cumulative value of events invitations received by some key external roles, from a single donor or friend of the institution, in a calendar year shall not exceed \$1,500
Value of a single invitation to a conference, symposium, or professional development workshop permitted under this section	not exceed \$1,000	Total cumulative value of all such invitations received from a single source in a calendar year shall not exceed \$1,500.
Value of an invitation to present at a conference, symposium, or professional development workshop	single invitation worth up to \$3,000	May accept up to two such invitations to present from a single source in a calendar year without special approval.

* If a Board Member is offered a gift in excess of any of the monetary limits set out in the Code of Conduct, the Board Member may request in writing from a Higher College Official special approval to accept the gift.

Special approval shall be granted in writing, in accordance with the principles and provisions of the Code, and where acceptance of the gift would not create a real or apparent conflict of interest.

CONCURRENT EMPLOYMENT/APPOINTMENTS/ OUTSIDE ACTIVITIES

Individuals must disclose concurrent employment or an appointment or activity other than their position with the college, including volunteer assignments, where it is likely to create a conflict or the perception of a conflict. Individuals must not proceed with that activity until it is declared and approved by the college.

I am disclosing one of the above noted situations. This form will be reviewed on an annual basis by the Higher College Official who approved the disclosure, until such time that the conflict or potential conflict is eliminated.

DETAILS OF REAL OR APPARENT CONFLICT OF INTEREST, GIFT (Including invitations), OR CONCURRENT EMPLOYMENT:

DETAILS OF MANAGEMENT PLAN (or recommend reasons supporting why no real or apparent conflict of interest exists):

Dated this _____ of _____, 20__.

Board Member Signature

Board Member Name

Return completed form to the Board Coordinator, President’s Office

Board Coordinator Signature

Form Received Date

The designated single point of contact for oversight of this process for the Board is the Board Coordinator with approvals made by the Chair of the Board.