

## COLLEGE POLICY

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Policy No. & Title:	<b>E-101 College Policy Creation</b>
Policy Sponsor:	President
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-07-31

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### Purpose

As an educational institution, the College has developed policies and procedures which all individuals associated with the College are required to follow. Our policies and procedures provide a framework for consistent decision-making and provide guidance to ensure our actions are in alignment with our Mission, Vision, and Values.

### Scope

This policy applies to all College students, employees, delivery partners, affiliates, and contractors.

### Definitions

College: The broader corporate entity that encompasses all business units (triOS, Eastern, Centre for Distance Education, Online & Remote, *etc.*) and all policies and procedures apply equally to them under this Executive Policy.

### POLICY

- 1) The College shall develop a policy framework to ensure all members are treated in a fair and equitable manner in alignment with our Values.
- 2) The framework will encompass policies and procedures related to **People, Academics, Corporate activities**, and this Executive policy (P.A.C.E. framework)
- 3) College policies will be written in the style of this policy, and will typically include:
  - a) Purpose
  - b) Scope
  - c) Definitions
  - d) Policy Statement
  - e) Related Policies
  - f) Supporting Documents/Forms

- 4) The College will establish and maintain a Policy and Procedure Committee to be responsible for reviewing, updating, and communicating the College's policies and procedures. The Committee shall meet on a routine basis and is comprised of the following members:
- a) The Vice President, Operations, Career Colleges
  - b) The Vice President, Academic
  - c) The Vice President, Finance
  - d) The Head of People & Culture
  - e) The Regional Directors of Operations
  - f) The Campus Operations Coordinator

**Related Policies**

All College policies are under the jurisdiction of Policy E-101 and the P.A.C.E framework.

**Supporting Documents/Forms**

E-101p College Policy Creation – Procedures