

COLLEGE POLICY

Policy No. & Title:	E-101 College Policy Creation
Policy Sponsor:	President
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-10-28
Next Review:	2026-09-30

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 nine members:
- a) The Vice President, Operations, Career Colleges
 - b) The Vice President, Academic Services
 - c) The Vice President, Finance
 - d) The Vice President, People & Culture
 - e) Two other Executive Team Members
 - f) Two Directors or Managers
 - g) The Campus Operations Coordinator or other designated staff member

All new policies and major policy changes will be reviewed by the President following approval by the Committee and before it is publicly announced.

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 – Procedure