



## POLICY STATEMENT

|                        |  |                        |                               |
|------------------------|--|------------------------|-------------------------------|
| Policy Name            | <b>Saskatchewan Polytechnic Official Seals</b>           |                        |                               |
| Policy #               | <b>507</b>   | Category               | <b>General Administration</b> |
| Policy Sponsor(s)      | <b>Associate Vice-President, Strategy</b>                | Previous Revision Date | <b>March 5, 2014</b>          |
| Policy Approved by     | <b>President &amp; CEO</b>                               | Issue or Revision Date | <b>May 9, 2022</b>            |
| Procedures Approved by | <b>CFO &amp; Vice-President, Administrative Services</b> | Review Date            | <b>May 2027</b>               |

### PURPOSE

This policy defines the appropriate use of the Saskatchewan Polytechnic Official Seals.

### GUIDING PRINCIPLES

1. The reputation and reliability of Saskatchewan Polytechnic is valuable and should be protected.
2. It is important that students and the public trust information and documents emanating from Saskatchewan Polytechnic.
3. The use of the Official Seals should be tightly controlled to ensure they are used appropriately.

### POLICY

1. General
  - 1.1 Saskatchewan Polytechnic utilizes two Official Seals: the Corporate Seal and the Academic Seal.
  - 1.2 The Saskatchewan Polytechnic Official Seals shall be affixed to official documents or other such instruments to authenticate their originality and legal significance.
2. The Corporate Seal
  - 2.1 The President, or authorized delegates, have the authority to affix the Saskatchewan Polytechnic Corporate Seal to documents.
  - 2.2 The Senior Executive Assistant to the President will act as the keeper of the Saskatchewan Polytechnic Corporate Seal and may affix the Corporate Seal to documents as directed by the President.
  - 2.3 The Saskatchewan Polytechnic Corporate Seal shall be affixed to the following corporate documents:
    - 2.3.1 Documents or agreements that are required by law to be under the Seal;
    - 2.3.2 Agreements to which Saskatchewan Polytechnic is a party and for which the other party to the agreement requires Saskatchewan Polytechnic to execute the agreement under Seal; and

2.3.3 Such other documents as may be determined by the Board of Directors or the President.

2.4 The Saskatchewan Polytechnic Corporate Seal shall only be affixed over the signature(s) of the President, the Directors of the Board of the institution, or such other officers as may be delegated by them from time to time.

3. The Academic Seal

3.1 The Registrar, or authorized delegates, have the authority to affix the Saskatchewan Polytechnic Academic Seal to documents.

3.2 The Registrar will act as the keeper of the Saskatchewan Polytechnic Academic Seal.

3.3 The Saskatchewan Polytechnic Academic Seal shall be affixed to the following academic documents:

3.3.1 Degrees, diplomas, certificates providing evidence of credentials conferred by Saskatchewan Polytechnic;

3.3.2 Official student transcripts issued by Saskatchewan Polytechnic; and

3.3.3 Such other documents as may be determined by the Registrar.

3.4 The Saskatchewan Polytechnic Academic Seal shall only be affixed over the signature(s) of the Registrar, or such other officers as may be delegated by them from time to time.

## **DEFINITIONS**

**Official Seals** means the seals used to signify the authenticity of an official or legally binding document of Saskatchewan Polytechnic.

## **RELATED POLICIES/DOCUMENTS**

*Saskatchewan Polytechnic Bylaw No. 1*

## **APPLICABLE LEGISLATION OR REGULATIONS**

*Saskatchewan Polytechnic Act*