



POLICY STATEMENT

Policy Name	Use of Saskatchewan Polytechnic Equipment and Resources		
Policy #	303	Category	Finance
Policy Sponsor	Associate Vice-President, Financial Services	Previous Revision Date	October 5, 2018
Policy Approved by	President and CEO	Issue or Revision Date	January 15, 2024
Procedures Approved by	CFO and Vice-President, Administrative Services	Review Date	January 2029

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to provide guidance pertaining to the safe and effective usage of Saskatchewan Polytechnic (Sask Polytech) equipment and resources.

SCOPE

1. This policy applies to all equipment and resources owned, leased, or in the care, custody, or control of Sask Polytech.
2. This policy applies to all staff and board members who utilize Sask Polytech resources for Sask Polytech business.
3. Fleet Vehicles are governed by policy # 415 Vehicle Usage for Saskatchewan Polytechnic Business.

GUIDING PRINCIPLES

Sask Polytech is committed to:

1. Promoting the effective use of resources while helping in the safeguarding of Sask Polytech equipment and resources.
2. Meeting insurance and risk limitation requirements by recognizing the inherent risks with the use of equipment and resources.
3. Using equipment and resources safely and with appropriate training.

POLICY

1. Sask Polytech owned or leased equipment and resources shall be used primarily in the delivery of education and training of students and for purposes related to Sask Polytech business. They shall not be utilized for personal use.
2. Incidental personal use of mobile communication devices (MCDs) is allowed provided their usage does not result in any additional cost to Sask Polytech. Refer to the Mobile Communications Device (MCD) Usage policy # 807.
3. Outside of normal program activities, Sask Polytech recognizes employees may need to remove equipment or resources off-campus and/or use them during off-hours in support of employment responsibilities and for authorized activities. Sask Polytech maintains ownership of its property and resources during off-hours and while off-campus. Proper approval must be obtained from the employee's out-of-scope manager prior to removal, except for personally assigned MCDs.
4. Sask Polytech insurance policies and procedures apply to all equipment and resources being used in connection with business-related activities.
5. Sask Polytech reserves the right to recover its property or resources if direct or indirect costs are incurred because of any violation of this policy, in addition to any other disciplinary sanctions which may be imposed.

DEFINITIONS

Equipment and Resources: any or all of the sources drawn on by Saskatchewan Polytechnic for a particular activity or purpose such as personnel, capital, machinery, or stock. Examples include but are not limited to shop tools, supplies, and equipment, gas, oil, lumber, nails, welding rods and welders, concrete, hair colour, food, automotive parts and related shop equipment, bandages, syringes, recreation equipment, paint, air compressors, bull-floats, and trowels, plumbing supplies including Freon, blood pressure monitors, health care equipment, surveying equipment, etc.

RELATED POLICIES/DOCUMENTS

- 304 Use of Saskatchewan Polytechnic Facilities and Grounds
- 504-b Management Authorities Grid
- 703 Code of Conduct
- 801 Appropriate Use of Information Technology Resources
- 807 Mobile Communications Devices (MCD) Usage
- 415 Vehicle Usage for Saskatchewan Polytechnic Business

APPLICABLE LEGISLATION OR REGULATIONS

N/A