



POLICY STATEMENT

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| Policy Name | Use of Saskatchewan Polytechnic Equipment and Resources | | |
| Policy # | 303 | Category | Finance |
| Policy Sponsor | Associate Vice-President, Financial Services | Previous Revision Date | February 4, 2013 |
| Policy Approved by | President & CEO | Issue or Revision Date | October 5, 2018 |
| Procedures Approved by | CFO & Vice-President, Administrative Services | Review Date | October 2023 |

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to provide guidance pertaining to the safe and effective usage of Saskatchewan Polytechnic Equipment and Resources.

SCOPE

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

GUIDING PRINCIPLES

Saskatchewan Polytechnic is committed to:

1. Promoting the effective use of resources while providing assistance in the safeguarding of Saskatchewan Polytechnic Equipment and Resources;
2. Meeting insurance and risk limitation requirements recognizing the inherent risks with the use of Equipment and Resources; and
3. Using Saskatchewan Polytechnic Equipment and Resources safely and with appropriate training;

POLICY

1. Saskatchewan Polytechnic owned or leased Equipment and Resources shall be used primarily in the delivery of education and training of students and for purposes related to Saskatchewan Polytechnic 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 Saskatchewan Polytechnic. Refer to the Mobile Communications Device (MCD) Usage policy # 807.
3. Outside of normal program activities, Saskatchewan Polytechnic 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. Saskatchewan Polytechnic 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, with the exception of personally assigned MCDs.
4. Saskatchewan Polytechnic insurance policies and procedures apply to all equipment and resources being used in connection with business-related activities.
5. Saskatchewan Polytechnic reserves the right to recover its property or resources if direct or indirect costs are incurred as a result 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 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
- 504a Management Authorities Grid
- 703 Code of Conduct
- 801 Appropriate Use of Information Technology Resources
- 807 Mobile Communication Devices (MCD) Usage
- 415 Fleet Vehicle Usage

APPLICABLE LEGISLATION OR REGULATIONS

N/A