



<b>SUBJECT:</b>  <b>Use of SIAS Equipment and Resources</b>	<b>CATEGORY:</b>  <b>Facilities</b>	<b>NO.:</b>  <b>303</b>
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### PREAMBLE

SIAS owns or leases a large amount of assets, including buildings, equipment, computers, computer networks, and business and training resources. SIAS uses these assets primarily in the delivery of training to students.

This policy promotes the effective use of SIAS equipment and resources by SIAS employees and provides assistance to assure the safe and effective use of SIAS equipment (including tools) and resources while off-hours and off-campus on SIAS-approved activities. It covers all property that is owned, leased, or in the care, custody or control of SIAS.

### POLICY

SIAS owned or leased assets, equipment, property and resources ("SIAS property and resources") are to be used primarily in the delivery of education and training to students and for purposes related to SIAS business and CANNOT be utilized for personal use with the exception of SIAS-issued mobile communication devices (MCDs). Incidental personal use of MCDs is allowed provided their usage does not result in any additional cost to SIAS. Reference should be made to the Mobile Communications Device (MCD) Usage policy #807.

All users of SIAS equipment, property and resources shall:

- exercise due care and due diligence to ensure that such assets are not damaged or lost, and that no copyrights are infringed,
- report any malfunctioning or defect,
- be qualified to use such assets, or have received relevant training and have demonstrated competency in their use,
- comply with all safety rules and procedures, guidelines, and legislation.

Outside of normal program activities, SIAS recognizes that employees may need to remove SIAS equipment and/or resources off-campus or during off-hours in support of employment responsibilities and for authorized SIAS activities. SIAS maintains ownership of its property and resources during off-hours and while off-campus, and proper approval must be obtained

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from the employee's out-of-scope manager prior to removing any SIAST property from a SIAST location. All equipment, both on- and off-campus, must be properly tagged with a SIAST identification number and SIAST insurance policies and procedures apply to all equipment and resources being used in connection with SIAST business activities.

SIAST reserves the right to recover from any user of its property and resources any direct or indirect costs 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 SIAST 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.

**PROCEDURES**

The attached Use of SIAST Equipment and Resources guidelines are intended to support this policy and to provide detail on specific current practices.

A SIAST Business Related Off-Hours and Off-Campus Use of Equipment and Resources form is available on mySIAST.

**RELATED POLICIES AND DOCUMENTS**

- 504-G Management Authorities Grid
- 703 Code of Conduct
- 1001 Fleet Vehicle Usage
- 304 Use of SIAST Facilities and Grounds
- 807 Mobile Communication Devices (MCD) Usage

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## USE OF SIAST EQUIPMENT AND RESOURCES GUIDELINES

### **Purpose**

To ensure control over the use of SIAST equipment and resources during approved activities. Equipment and resources purchased by SIAST are not to be used for personal and private purposes or for the production of personal and private work.

### **General**

All users of SIAST equipment and property and resources shall:

- Exercise due care and due diligence to ensure that such assets are not damaged or lost, and that no copyrights are infringed;
- Report any malfunctioning or defect;
- Be qualified to use such assets, or have received relevant training and have demonstrated competency in their use;
- Comply with all safety rules and procedures, guidelines and legislation;
- Loss of or damage to SIAST equipment during travel must be reported to both the procurement coordinator at the campus and the immediate out-of-scope supervisor. As well, proper documentation must be completed and authorized. Forms are available from the campus Procurement office.

### **Emergency Situations and/or Campus Closures**

In emergency and/or campus closure situations, employees are not to remove any equipment and/or resources without the written prior approval of the local campus director or written authorization by a member of SIAST's senior management.

### **Business related off-hours and off-campus use of equipment and resources – outside of normal program activities (examples; NRT program and Recreation program)**

Normal program activities include, but not limited to, the use of SIAST equipment and resources when representing SIAST at tradeshow, camps and student recruitment activities.

In some instances, equipment may be used at an off-campus location when there is a SIAST business reason to do so. The relocation of equipment does not exempt the user from any of SIAST requirements regarding the equipment and resources and the following additional terms and conditions apply:

- The employee's out-of-scope supervisor must recommend if an employee may remove equipment from SIAST premises.
- Off-hours and off-campus use of SIAST property for SIAST business will require written approval and authorization at the department's senior management level.
- Exceptions are SIAST-issued MCDs (mobile communication devices – i.e. laptops, cell phones or any electronic handheld information devices such as Netbooks, PlayBooks, or iPads,) as outlined in the Mobile Communication Device Usage policy #807.
- The employee must certify that the use of the equipment and resources has no personal and private use, and that the use will be in the interests of SIAST and aids in the fulfillment of SIAST's objectives.

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- The employee shall not loan the equipment or resources to any other person for any reason.
- The employee shall return the equipment and resources in the same condition as it was prior to the time of taking it off-hours and off-campus, and must complete the bottom half of the SIAST Business Related Off-Hours and Off-Campus Use of Equipment and Resources form.
- For any equipment and/or resources that have an asset tag associated with it, an Asset Transfer form must also be completed.

**Vehicle Use**

SIAST maintains a fleet of vehicles for use on official SIAST business:

- SIAST owned or leased vehicles are to be used only in the performance of authorized SIAST business.
- SIAST vehicles cannot be used for commuting or other personal use except as authorized by an employee’s immediate out-of-scope supervisor for a specific related business purpose.
- SIAST owned or leased vehicles are to be kept on SIAST premises when not in use unless the authorized SIAST business purpose requires the vehicle to be kept off campus.

For additional information refer to the SIAST Fleet Vehicle Usage policy #1001.

**Use of equipment and resources by non-SIAST employees** (e.g. students’ associations, security commissionaires, U of R nursing staff):

- The use of SIAST equipment and resources by non-SIAST employees must be shown to be in the best interests of SIAST and that the use aids in the fulfillment of SIAST’s objectives and will not interfere with the normally required use of SIAST’s property.
- Approval for use must be by a member of the senior management assembly (SMA) level or higher, and must be documented.
- The non-SIAST employee shall return the equipment and resources in the same condition it was prior to the time of taking it off-hours and off-campus, and must complete the bottom half of the SIAST Business Related Off-Hours and Off-Campus Use of Equipment and Resources form.

**Approvals**

All off-campus use of equipment must be documented on a SIAST Business Related Off-Hours and Off-Campus Use of Equipment Agreement form, and must be authorized at a SIAST senior management-level. The documentation must be kept in the senior manager’s file until returned and the bottom half of the form completed.

**Forms**

Use of SIAST Equipment and Resources Guidelines, the SIAST Business Related Off-Hours and Off-Campus Use of Equipment Agreement, and the Fixed Asset Transfer forms are available on mySIAST.

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**SIAST BUSINESS RELATED  
OFF-HOURS and OFF-CAMPUS USE OF EQUIPMENT AGREEMENT**

I agree that I am the person responsible for the following equipment, which I am taking off-hours and off-campus for use on authorized SIAST business as follows:

\_\_\_\_\_

\_\_\_\_\_

This is with the understanding that the SIAST Insurance policy covers this equipment during authorized SIAST use only.

The equipment will be located at: \_\_\_\_\_

\_\_\_\_\_

The term of the off-hours and off-campus use will be from: \_\_\_\_\_ to \_\_\_\_\_

I have read and agree with the Use of SIAST Equipment and Resources Policy (303) and its guidelines. I am also the person that shall take all measures to safeguard the equipment/resources during the time it is off-campus. In the event of damage or loss of the equipment, the Procurement Coordinator at the respective campus and any other appropriate authorities will be contacted.

\_\_\_\_\_ Description of the equipment and resources leaving the campus      \_\_\_\_\_ fixed asset tag number(s)

\_\_\_\_\_ Employee name (print name)      \_\_\_\_\_ Employee signature      \_\_\_\_\_ Employee telephone no.

\_\_\_\_\_ Authorized by (print name)      \_\_\_\_\_ Authorized by (signature)      \_\_\_\_\_ Date equipment taken\

To be completed upon return of equipment and resources.

\_\_\_\_\_ Date equipment returned      \_\_\_\_\_ Condition of equipment

I have examined the equipment and it appears to have been returned in good condition.

\_\_\_\_\_ Employee signature

\_\_\_\_\_ Authorized by (print name)      \_\_\_\_\_ Authorized by (signature)

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