

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	B. Financial and Administrative
SUBJECT:	Legislative Compliance
POLICY NUMBER:	B29
CROSS REFERENCE:	
<b>NEW \ REVISED</b>	
Administrative Services Committee	Academic Council
February 13, 2017	

### PURPOSE

Olds College is subject to a wide range of legal requirements, embodied in legislation, regulations, licenses, codes, guidelines and similar binding instruments. Olds College must comply with the law and the governance structures, responsibilities and processes that are relevant to the college's operations.

### POLICY STATEMENT

Olds College is committed to the highest standards of integrity, ethical conduct and full compliance with all relevant legal and legislative requirements. Olds College requires that all its Board members, officers, managers, employees, volunteers and contractors acting on its behalf meet the same standards of integrity and ethical behaviour including compliance with applicable legislative requirements.

There is no circumstance under which it is acceptable for Olds College or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Olds College's business.

### SPECIFIC GUIDELINES

All staff, volunteers and contractors, at all levels, will:

- a. Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them
- b. Report all incidents of breaches of legal requirements
- c. Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of noncompliance occurring

### IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President responsible for Business Services in conjunction with the Chief Financial Officer. This policy will be reviewed at least every five (5) years.

## OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	B29 Legislative Compliance
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Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
	February 13, 2017	

### Process for compliance review

- The controller will provide a list of legislation to functional area leaders as of Dec 31<sup>st</sup> and June 30th
- Functional area leaders are responsible for
  - Reviewing the list
  - Identifying applicable legislation
  - Reviewing and completing the legislation register along with risk rating in conjunction with applicable college policies and procedures to confirm compliance

### If the review results in non-compliance

If review of legislation in conjunction with applicable college policies and procedures identifies non-compliance:

- The functional area leader must complete a risk assessment and provide a risk rating for non-compliance by completing a Risk Analysis Worksheet in KiSSFLOW
- Provide a plan for achieving compliance. Suggested process includes:
  - Identify policy and/or procedures that require revision
  - Identify new policy and/or procedures
  - Revise or enact as required, college policies and procedures to ensure they accurately reflect and meet current legislative requirements
  - Educate/train applicable employees about their legislative compliance requirements
- The controller will draft an institutional legislative compliance report once functional area review is complete and provide it to the Chief Financial Officer for review
- The Chief Financial Officer will provide the report to the audit committee once a year as part of enterprise risk management and compliance review