



POLICY FORM

Policy No.	B.3.9
Title	Use of College Supplies, Products, Services, and Facilities
Approving Jurisdiction	President
Policy Sponsor	Vice President Administration & CFO
Last Revised/Replaces	N/A
Effective Date	September 26, 2015
Signed by	President Peter Nunoda

CONTEXT AND PURPOSE

This policy lays out the terms under which all Vancouver Community College (VCC; the College) employees and students can use College supplies, products, services, and facilities.

SCOPE AND LIMITS

VCC must administer its supplies, products, services, and facilities in a way that both maximizes their academic utility and enhances VCC's long-term financial viability.

VCC must ensure that College supplies, products, services, and facilities are administered in a fair and consistent manner across all VCC departments.

STATEMENT OF POLICY PRINCIPLES

1. VCC employees/students cannot use VCC supplies, products, or services free-of-charge for personal consumption or for personal professional purposes.
2. VCC products/services must not be provided free-of-charge to another VCC employee or student. VCC products/services may occasionally be provided free-of-charge to employees or students at college-sanctioned events or for special reasons approved by the Vice President Administration & CFO.
3. VCC employees/students cannot use VCC facilities/equipment free-of-charge for personal purposes or for personal professional purposes.
4. VCC employees cannot barter or exchange VCC products/services with other employees or outside third parties.
5. VCC employees cannot access for personal purposes discounts or other purchasing arrangements established through any VCC procurement agreements for supplies, products, services or facilities.

RELATED POLICIES & LEGISLATION

LEGISLATION

POLICIES

- A.3.6 Standards of Employee Conduct and Conflict of Interest
- B.3.3 Rental of College Facilities
- B.3.4 Use of College Facilities
- B.3.10 Establishing Discount Rates for VCC Employees and/or Students

RELATED PROCEDURES

Refer to B.3.9 Use of College Supplies, Products, Services, and Facilities Procedures.