

# Political Activity Procedure

This procedure is governed by its parent policy.  
Questions regarding this procedure are to be  
directed to the identified Procedure Administrator.

|                                |                                  |
|--------------------------------|----------------------------------|
| <b>Functional category</b>     | Human Resources                  |
| <b>Parent policy</b>           | Code of Conduct Policy           |
| <b>Approval date</b>           | February 1, 2023                 |
| <b>Effective date</b>          | February 1, 2023                 |
| <b>Procedure owner</b>         | Vice President, People & Culture |
| <b>Procedure administrator</b> | Manager, Talent                  |

## Overview

NorQuest College (college) expects all members of the college community to engage in ethical behaviour in all aspects of college related activities. All employees are expected to share in preserving and enhancing the college's image and reputation.

The college is committed to high standards of conduct. This Political Activity Procedure establishes expectations and conditions for appropriate conduct of our day-to-day work activities and relationships. The objective is employee conduct of the highest ethical caliber.

Authority to establish this policy is derived from the NorQuest College Board of Governor's Policies:

- [No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation, and

•[No. 8](#) which requires the President and CEO to establish policies and procedures to ensure that all college employees comply with the college Code of Conduct.

## Procedure

As per the [Code of Conduct Policy](#) all members of the college community can participate in political activities.

The college is committed to the free expression of political views by our college community and participation in political activities including memberships and support for candidates. However, as a publicly funded institution, it is also important that the college is, and is seen to be, non-biased in any political campaign municipally, provincially and federally.

### College Resources

- The use of college's resources or name in connection with partisan political campaign activities is prohibited; including, buying tickets to events or the purchasing of memberships. Employees are not allowed to be invited to political dinners on the basis of their position with the college.
- The college's name, letterhead, logo or insignia cannot be used for partisan political purposes.
- The following may not be used for political campaign purposes: the college's internal mailing system, electronic communications systems, office supplies, telephones, copiers, computers, and postage, etc.
- If elected parties are invited on campus, prior the event, the lead organizer must inform the Office of the President.

### College Employees

- College employees may not perform personal tasks related to partisan political activities while at work or while on duty for NorQuest. This does not preclude being a Lead Organizer and/or involvement in political activities for teaching purposes.
- Faculty and staff may engage in and comment on political issues or public policy as individual citizens but should be careful to qualify that the opinions expressed are their own and do not represent the college and refrain from behaviour that would bring the college into disrepute.
- College employees may not display partisan political material in their offices, classrooms, etc., as these spaces are college property.
- If a college employee declares an intention to run in an election, they must:
  - Adhere to the Code of Conduct Policy and declare their intention to a higher college official in writing.
  - Not be featured in any college communications or marketing piece during the duration of their campaign.

- Adhere to AUPE, Faculty, Out-of-Scope and Management agreements.

### **College Property During Official Campaign Period**

The use of college facilities in connection with partisan political campaign activities during the official campaign period is prohibited except in the following cases:

1. College sanctioned political forums or debates with the following guidelines managed by the lead organizer:
  - All official parties must be invited.
  - A non-partisan individual should serve as moderator and ensure all ground rules are followed.
  - The moderator must state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the college, and that sanctioning the forum is not intended as an endorsement of any political candidate.
  - The agenda of the forum or debate should address a broad range of issues and be of significant interest to members of the college community.
2. The college has several areas suitable for placement of tables/and or displays. All official parties will be invited and if interested each candidate, upon request in writing, will be provided on booking (one free day) table space for election-related campaigning. All subsequent bookings made by candidates will be charged in accordance with the applicable policy, procedures, and fee schedule. Bookings of such space must be made in advance with the college bookings. Displays and tables that are erected without obtaining the necessary authorization will be removed.

If official parties wish to use the college as a place to announce something during election time all other official parties must be informed and provided with the same accommodation should they desire it.

### **College Property in Non-Political Campaign Time**

The college welcomes a diversity of views in the classroom and may bring in individuals to help students understand politics, the political process and political issues. However, the classroom is not a platform for the promotion of any particular political party or political ideology. It is the responsibility of the lead organizer to ensure the political figure is not asking for votes or support for their platform – monetary or volunteer-wise.

## **Definitions**

**Partisan:** strong supporter of a specific party.

**Apolitical:** not interested or involved in politics.

**Lead Organizer:** the individual that initiated the activity whether in the classroom or general college space.

## Related information

### NorQuest College

- [Code of Conduct Acknowledgement Procedure](#)
- [Code of Conduct Disclosure Form \(online form\)](#)
- [Code of Conduct Disclosure Form \(attached for Board Members\)](#)
- [Code of Conduct Policy](#)

### External

- N/A

## Next review date

December 2026

## Revision history

| Date          | Version Number         | Action  |
|---------------|------------------------|---|
| November 2018 | V1                     | New.  |
| August 2019   | V2 (published as V1-C) | Compliance Office template & reorganization update.                           |
| January 2023  | V3                     | Reviewed for position titles, clarity related to campaigning, and formatting. |