

Policy History
Policy No. BP5
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
Effective Date: November 20, 2014

Use of University Property Policy

A. CONTEXT AND PURPOSE

1. Kwantlen Polytechnic University provides employees and others who work at the University with access to and use of various items necessary to fulfill their job-related responsibilities. This property has been acquired, is maintained, and is allocated by the University to individuals and groups for specific teaching, learning, research, and administrative purposes which advance the University’s mission, vision, and goals.
2. This policy is designed to:
 - a. inform employees and others who work at Kwantlen Polytechnic University of the University’s ownership of property,
 - b. outline responsibilities concerning KPU property, and
 - c. indicate mechanisms and procedures to deal with matters related to the use of KPU property.

B. SCOPE AND LIMITS

1. This policy refers to University property and resources that employees and others who work at the University have access to and may use in the course of their work. University property and resources can be both tangible and intangible: e.g., buildings, furniture, equipment, vehicles, supplies, computer systems, software, and use of facilities and services.
2. This policy and its related procedures apply to all employees of KPU including those hired on casual service and other contracts, as well as to visitors and guests of the University who are afforded access to University facilities and resources while at the University. Work in this policy refers to both paid and unpaid activity. Student responsibilities related to University property are dealt with in the Student Conduct (Non-Academic) Policy (ST7).

3. This policy does not deal with intellectual property issues and rights. The ownership of materials, considered by employees to be intellectual property, will be determined on a case-by-case basis or as specified by University policy and/or collective agreements.

C. STATEMENT OF POLICY PRINCIPLES

1. Use of University property

- a. The University's name, logo, facilities, equipment, stationery, supplies, services and other resources are to be used only for University work, taking into account that for many employees that work is of a flexible and unstructured nature that often takes place off-campus. University equipment such as communications and information technologies plays an important role in enhancing employees' productivity.
- b. A KPU employee shall not make unauthorized use of KPU's resources, including the services of any University employees, for the employee's personal benefit or commercial purposes. If an employee wishes to use property owned by KPU for non-University, personal, or commercial purposes, the employee must obtain prior approval from his/her designated supervisor and/or the Vice-president, Finance and Administration prior to such use.

2. Ownership

- a. Property provided by the University to enable work to be performed, as well as information and material collected or created by KPU employees in the course of employment, is owned by the University. Upon an employee's separation from KPU such property will be returned to and/or retained by KPU.

3. Care and Control

- a. Employees are entrusted with the care, management, and cost-effective use of KPU's property and assets including the use of KPU's name and logo. Employees are expected to exercise reasonable safeguards to protect University property from theft, fraud, or damage.
- b. Employees have the responsibility to immediately report any lost, stolen, or damaged University property to their immediate supervisor. Any breach of information security must be reported as soon as possible to the Chief Information Officer or designate. University property shall not be removed from KPU premises without authorization from the employee's immediate supervisor.
- c. Employees may not dispose of or purchase KPU's property or assets except in accordance with policies and procedures established by KPU.

4. Records

- a. KPU records provide valuable evidence of activities, decisions, operations, and internal and external transactions. Any record created or obtained in the course of an employee's duties as

an employee or a KPU official belongs to the University and is subject to the Freedom of Information and Protection of Privacy Policy.

- b. University records must be stored such that they are safe from environmental deterioration or unauthorized changes. A KPU employee shall not knowingly include or cause to be included in any University record a false, inaccurate or misleading entry, and/or knowingly change, delete, or cause to be changed an entry in any University record unless in accordance with KPU policies and procedures.
- c. All KPU employees are responsible for managing KPU records in accordance with KPU's approved Records Management Procedures, described as part of the University's FOIPOP responsibilities, to ensure continuity of academic and administrative operations, and with the University's legal responsibilities.

5. Privacy and Security of Information

- a. It is KPU's policy that there should be a balance between respect for individual privacy and the University's rights and obligations concerning its resources, including its obligation to manage information systems efficiently and effectively. Specific requirements for use of University information systems, security and privacy standards, are addressed in the IET Usage Policy (IM3).

6. Employee Responsibilities

- a. KPU expects that any employee who is aware of violations of this policy will report them to their immediate supervisor or to the Vice-president Finance and Administration or designate.

7. University Responsibilities

- a. Allegations of misuse of KPU property shall be dealt with in a fair, impartial, and timely manner with due consideration for the protection and confidentiality of the employee involved and those of any person bringing the alleged misuse of university property to the attention of the University.
- b. Where the University determines that an employee has misused KPU property, the University will take disciplinary action up to and including termination as appropriate. Relevant information will be turned over to law enforcement authorities in circumstances where that action is deemed to be appropriate.

D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

FM7 Disposal of Surplus Equipment Policy

GV6 Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic Images Policy

HR1 Conflict of Interest Policy / Procedures

HR24 Protected Disclosure Policy / Procedures

IM2 Freedom of Information and Protection of Privacy Policy

IM3 IET Usage Policy / Procedures

IM4 Confidentiality Policy / Procedures

ST7 Student Conduct (Non-Academic) Policy

Directory of Records and Retention Schedule (2000)

Freedom of Information and Protection of Privacy Act (BC)

Employee Code of Conduct

KPU Mobile Device Guidelines

F. RELATED PROCEDURES

Refer to BP5 *Use of University Property Procedures*