

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

Use of University Property Procedure

A. DEFINITIONS

1. **Allegations:** reports or assertions made about the behaviour of an individual or individuals that have not been proven.
2. **Appropriate supervisor or manager or Vice-president:** usually this is the person in charge of the unit in which the employee works or in which the behaviour of concern occurred/is occurring. The appropriate Vice-president is the senior University official with overall responsibility for the area or whomever the President may designate as equivalent.
3. **Authorized activity:** any event, project, delivery of educational content, or other activity, regardless of location, which has been sanctioned by a University official.
4. **Bad faith disclosure:** a report which the discloser knows, or should reasonably have known, is false, and/or is based on inadequate evidence, and/or is intended to cause harm to an individual and/or to the University.
5. **Confidentiality:** held in a state of trust; not disclosed to any person not entitled to have the information.
6. **Good-faith disclosure:** a report which is based on the discloser's best understanding of the situation and/or is based on adequate evidence, and is made in the best interests of the University.
7. **Impartial, impartiality:** disinterested, independent behaviour that is free of favouritism and prejudice; treating all parties with the same consideration.

8. **Personal benefit or consideration**: any financial, reputational, professional, or other advantage that affects employment or academic standing that devolves to the individual or any person related to the person, or to any organization with which the person is affiliated.
9. **Position of trust**: a person who is confidently relied upon to act truthfully, justly and honestly.
10. **Private or proprietary University information**: information, publications, documents, or records belonging to the University, and/or personal information entrusted to the University by a third party, and/or pertaining to the business or affairs of the University that are not in the public domain and are acquired by virtue of status as a KPU employee.
11. **Protection of privacy**: Reasonable efforts to ensure that the personal information collected by KPU is accurate and complete, and having reasonable security arrangements in place to protect personal information in its custody or under its control.
12. **Records**: books, documents, maps, letters, memos, meeting agendas and minutes, papers, photos, reports, databases, and any other device on which information is recorded or stored by graphic, electronic, mechanical or other means.
13. **Reprisal, either direct or indirect**: any action taken by the University or a member of the University community against another member of the University community that adversely affects the status or well-being of the latter. This includes, but is not limited to, disciplinary action, termination, adversely affecting employment conditions, a threat to do any of the above; threatening, intimidating or coercing, discriminating, or retaliating in any manner that affects academic standing, grades, enrolment status or any other rights, opportunities, or privileges of such person or otherwise disadvantages the individual or denies that individual a benefit.
14. **Respondent**: an individual against whom an allegation of wrongdoing, and/or irregular or unethical activity has been made.
15. **Student**: A KPU student is defined as an individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.
16. **University**: in this policy, University refers to Kwantlen Polytechnic University (KPU).
17. **University activity**: any event, project, delivery of educational content, or other activity, regardless of location, which has been sanctioned by a University official.
18. **University official**: includes but is not limited to a manager, supervisor, dean, director, vice-president, or President or equivalent as designated by the President.

19. **University property:** 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. Property may include, but is not limited to: furniture, equipment (photocopiers, calculators, lab equipment, staplers, etc.), keys, tools, clothing, petty cash/change funds, control/access cards, procurement cards, books and University paid subscriptions, employee ID cards, supplies, and information system resources and files (records and information compiled and maintained in the course of employment) and information technology equipment (computing devices, mobile communication devices, phone cards, printers, long distance access codes, printers, other peripheral devices); applications and operating systems that run on these devices; servers, mainframes and other technologies; and files, emails and data developed and maintained in the course of employment.

B. PROCEDURES

1. KNOWLEDGE OF POLICIES AND STANDARDS
 - a. The University will make reasonable attempts to inform employees of new policies and changes to KPU policies. It is the responsibility of every KPU employee to be familiar with all KPU policies and any changes to them as they are made.
 - b. In order to ensure the security and appropriate use of University property, University-wide rules and standards which can be applied to specific areas of the University will be developed and distributed with the approval of the Vice-president Administration and Finance and the President.
 - c. Unit level administrators will develop a set of guidelines addressing use of University property appropriate for their work area based on the University-wide rules and standards to assist employee adherence to the policy. These must be made known to employees in each area.
 - d. Contravention of guidelines developed in specific work areas will be deemed a contravention of this policy.
 - e. To avoid possible misuse of KPU property, an employee shall seek guidance from his/her supervisor before taking any action not specifically addressed in this policy or in area-specific guidelines.
2. REPORTING ACTUAL, SUSPECTED OR POTENTIAL MISUSE OF UNIVERSITY PROPERTY
 - a. Self-reporting: Any employee who suspects or becomes aware that she/he has breached the Use of University Property policy is expected to promptly inform his/her immediate supervisor or the appropriate vice-president providing all pertinent details surrounding the breach.
 - b. Reporting suspected breaches of this policy: Any employee who knows or suspects that a breach of the Use of University Property policy has gone unreported is expected to promptly inform his/her immediate supervisor or the appropriate vice-president, or designate, with this knowledge or suspicion providing all pertinent details surrounding the alleged breach.

- c. Reporting situations that put KPU at risk: Each employee is expected to inform his/her immediate supervisor or the appropriate vice-president as early as possible of any situation which may create, or may be perceived as creating, the risk of misuse of KPU property.
 - d. Report format: All reports should be made in writing as soon as possible after the employee becomes aware of the situation causing concern and should contain as much pertinent information as possible to facilitate investigation and remediation.
 - e. Optional reporting channels: Only if the regular channels prove ineffective or are inappropriate in the circumstances should employees or former employees make use of the special provisions of the Protected Disclosure Policy. Whatever channel is used for disclosure, the principles of impartial investigation and reporting outlined in this policy will apply.
 - f. Disposition of reports: Any supervisor who receives a report of actual, suspected or potential breaches of the Use of University Property Policy must inform his/her dean or director or the appropriate vice-president within five (5) working days.
3. INVESTIGATION OF ACTUAL, SUSPECTED ,OR POTENTIAL MISUSE OF UNIVERSITY PROPERTY
- a. The University shall take all appropriate action to carefully and fully investigate reports of misuse of KPU property, actual, suspected, or potential, in an impartial and timely manner.
 - b. When the University, after receiving a report from an employee, or on its own initiative, determines that KPU property has, or may have, been misused, or is likely to be misused, the appropriate University official, after consulting with the affected employee and his/her immediate supervisor and ensuring that sufficient pertinent details of the actual, suspected or potential misuse are available, will determine the steps s/he considers appropriate to investigate and/or remedy the situation.
 - c. The University official will report the plan for investigating the situation to the President and the University's General Counsel in writing within five (5) working days. The President and the General Counsel will confirm its appropriateness and adequacy within five (5) working days.
 - d. The provisions of the Protected Disclosure Policy regarding protection of those who make a good faith report regarding any actual, suspected, or potential misuse of KPU property, those who are investigated as the result of such a report, and the information collected in relation to the ensuing investigation of the report will be adhered to in all investigations of actual, suspected, or potential breaches of the Use of University Property Policy.
 - e. Any person named in a reported breach of the Use of University Property Policy will be given an opportunity to respond to it in writing.
4. RESULTS OF INVESTIGATIONS
- a. KPU expects that such investigations will be completed in twenty (20) working days, and a report with recommendations for appropriate remedial and/or disciplinary action provided to the President shortly thereafter (within ten [10] working days).
 - b. The President will adjudicate any appeal of a decision regarding misuse of KPU property or the disciplinary action recommended.

c. The person making the report will be informed in writing of the results of the investigation.

5. ADDITIONAL PROCEDURES

- a. Any supervisor, manager, or other University official who does not respond appropriately to disclosures of misuse of KPU property, actual, suspected, or potential, will be subject to disciplinary action, up to and including termination, as appropriate.
- b. Any person who knowingly makes a bad faith allegation of a breach of the Use of University Property Policy will be subject to disciplinary action, up to and including termination, as appropriate.
- c. KPU will not tolerate any reprisal, either direct or indirect, against anyone who, in good faith, discloses suspected misuse of University property, and the University will investigate and take all appropriate steps to address all allegations of reprisal.

C. RELATED POLICY

See BP5 *Use of University Property Policy*.