

## LEGISLATIVE COMPLIANCE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	B. Financial / Administrative
<b>Policy Number:</b>	B29
<b>Approval Date:</b>	February 13, 2017
<b>Effective Date:</b>	February 13, 2017
<b>Policy Owner:</b>	Chief Financial Officer

<b>Objective:</b>	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.
<b>Policy:</b>	<p>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.</p> <p>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.</p> <p><b>SPECIFIC GUIDELINES</b></p> <p>All staff, volunteers and contractors, at all levels, will:</p> <ol style="list-style-type: none"> <li>a. Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them</li> <li>a. Report all incidents of breaches of legal requirements</li> <li>b. Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of noncompliance occurring</li> </ol>
<b>Definitions:</b>	
<b>Related Information:</b>	
<b>Related Procedures:</b>	B29 Legislative Compliance Procedure
<b>Review Period:</b>	3 years

**Revision History:**

New: February 2017