



Policy

Policy Name	<i>Policy Development</i>		
Policy #	GE 1.0	Category	Governance, Ethics and Accountability
Policy Owner	Chair, Governance Committee of the Board	Effective Date	December 10, 2019
Policy Lead	President	Next Review Date	December 10, 2024
Approved by	Board of Governors	Approval Date	December 10, 2019

1.0 Policy Statement

Institute policies ensure that processes and practices align with the Institute's values, mission, strategic plan, and with legislative requirements. This policy ensures that the NAIT community has ready access to high quality, easily understood institute policies within a clear governance structure. Policies that are easy to find, read and understand will:

- Support the institute's mandate, vision and strategic objectives.
- Achieve accountability by identifying the offices responsible for Policies and related Procedures.
- Support the accountability of employees and students by providing clear, concise direction that is principle based.

The Board has ultimate authority over all NAIT policy and retains the authority to establish and revise those policies over which they choose to maintain authority. The Board delegates its authority to establish and revise specific policies and procedures related to NAIT's management and operation to NAIT's executive.

2.0 Scope

This policy addresses the development, implementation, maintenance, and retirement of Institute policies and applies to all institute schools, departments, employees, contractors, and students.

3.0 Definitions

Term	Definition
Board Approved Policy	Policy that is directly related to the functioning of the Board, deemed to be of high strategic importance (with accompanying levels of risk) and/or mandated as Board approved under the Post-Secondary Learning Act (PSLA) Policies
Executive Approved Policy	Policies related to the management of the affairs and operations of NAIT.
Policy	An overarching statement of principal that mandates or constrains the performance of activities to achieve institutional goals and objectives. A policy

	enables compliance with applicable legislation, regulations and contractual obligations, reflects the institution's values, mission and vision, and promotes accountability.
Procedure	A written, approved specification for execution of an activity. A Procedure provides guidance and/or is a series of interrelated steps, using established methods and/or forms and is designed to achieve consistent approach for compliance with applicable Policy. A Procedure must have a Policy associated with it.

4.0 Guiding Principles

4.1 Policy Development

Policy development will be a consultative process with stakeholders and will follow a development and approval process.

4.2 Policy Review, Maintenance and Retirement

All Policies will be kept current within a framework of an organized system of change control and review. All policies are to be reviewed according to the published review date and revised or retired when appropriate.

4.3 Policy Reporting

At the November meeting each year, the Governance Committee of the Board will receive a report outlining the current status of NAIT's policies

4.4 Policy Structure and Organization

The NAIT Policies website will list all policies by name and category and will provide links to policies as well as to related procedures.

4.5 Policy Format

All policies are to follow a standard format to ensure consistency across all policies.

4.6 Policy Location

To ensure transparency and ready access to Institute policies, NAIT will maintain a NAIT Policies webpage (<http://www.nait.ca/policies>) with access to the most current approved version of all institute policies and applicable procedures. The documents on NAIT's Policies webpage will constitute the official repository for institute-wide policies for NAIT. All Policies and Procedures are available externally on the internet.

5.0 Other Related Documents

N/A

Document History

<i>Date</i>	<i>Action/ Change</i>