

TYPE:	Administrative
TITLE:	Community Elections
NO.:	ADMIN-247
RESPONSIBILITY:	President
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	October 2020
REVISED DATE(S):	
REVIEW DATE:	October 2023

1. Introduction

- 1.1. As a publicly funded institution, Durham College, a crown corporation, has regular and ongoing dealings and reporting requirements with all levels of government and local school boards. As such, the College in all its dealings and actions must strive to be viewed as impartial, equal and fair to all elected officials, regardless of political affiliation or otherwise.
- 1.2. The College recognizes that some employees have an interest in politics and want to participate in partisan election campaigns and activities outside of their professional commitments to the College. While the College is supportive of staff and faculty engaging in political interests, employees are asked to respect the College's non-partisan nature and its relationship to government offices.

2. Purpose

This policy is designed to ensure the personal political interests and activities of Durham College employees remain separate and distinct from their professional duties so the College can work with all governments to offer high-quality post-secondary education, contribute to the economic and social well-being of its communities, strengthen its broader reputation and ultimately ensure it is meeting the needs of students.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. College Association with Political Activity
 - 4.1.1. An employee shall not engage in political activity while wearing any College-branded clothing or uniform.
 - 4.1.2. An employee shall not use College email, any College facilities, equipment or supplies when engaging in political activity.

- 4.1.3. An employee shall not engage in political activity using any social media platform that identifies the employee as working at the College, or being affiliated to the College.
- 4.1.4. An employee shall not associate his or her position with political activity.
- 4.1.5. An employee may be required to take an unpaid leave of absence from employment at the College to engage in political activity if doing so could interfere with the performance of his or her duties as a college employee, be perceived as a position of the college, or otherwise unduly affect the interests of the college.

4.2. Community Elections

- 4.2.1. Durham College and its employees shall not use College funds to make financial contributions to an election campaign.
- 4.2.2. Durham College and its employees shall not authorize or make contributions of College resources that are solely intended to support the fundraising activities of any current sitting member of any political office.
- 4.2.3. Durham College resources, equipment and facilities shall not be used in any circumstance to support any election campaign or candidate for election.
- 4.2.4. Durham College employees shall not provide or perform any service, offer any advice or extend any support for election candidates during their prescribed hours of work.
- 4.2.5. Durham College internal and external communications materials shall not make reference to, or advocate for any candidate for election.
- 4.2.6. Photographs and videos produced for and owned by Durham College, along with the College logo and other College identifiers, shall not be used for election campaign purposes.
- 4.2.7. Durham College does not allow for any campaign activity or access to students or employees on College property and spaces by individuals running for election, unless they are expressly invited by the College.
- 4.2.8. Durham College is committed to providing students and employees with information related to voting and election campaigns. The College will work with appropriate designated government offices to ensure broad voting and related information is available to students and employees, if they so choose to access it.

5. Procedure

This section is not applicable.

6. Roles and responsibilities

- 6.1. The President's Office is responsible for working with the leadership team to ensure this policy is current and relevant and provides College employees with clear guidelines for election campaigns.
- 6.2. Department directors and managers are responsible for ensuring all faculty and staff understand appropriate use of college resources.
- 6.3. Any employee with questions about the appropriateness of undertaking an election activity should consult with their manager and/or the President's Office.
- 6.4. Employees seeking to run for public office will notify their supervisor. Should it be anticipated that campaign activities may interfere with employee's ability to perform his or her duties, or that they be perceived as a position of the College, a leave of absence may be granted. This discussion is to take place prior to undertaking campaign activities. The supervisor will then notify the Office of the President when the leave of absence is approved

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy could negatively impact the College's reputation and its ability to work effectively with government. Employees breaching this policy may be subject to disciplinary action.

9. Communications plan

Introduction of this policy will be communicated campus-wide by message on the employee intranet, ICE. The message will contain a direct link to the policy. Future revisions will be communicated through ICE, clearly indicating where changes or additions have been made.

10. Related forms, legislation or external resources

- UOIT and Durham College Joint Election Campaign Guidelines