

AMS INTERNAL POLICIES

AMS Ethical and Sustainable Purchasing Policy ***Revised: July 20, 2005***

I) Preamble

The Alma Mater Society (AMS) of the University of British Columbia is committed to conducting business with suppliers, licensees, sponsors, and contractors that respect, promote and abide by fair labour and sustainable operating practices. The AMS is committed to informing suppliers, licensees, sponsors, and contractors on the importance of just labour and sustainable practices and working with them towards compliance with this policy.

The AMS has established this policy as a framework of principles and guidelines to be observed by the Society's own businesses and services. Once in effect, compliance with this policy will be a condition of supplying products and services to, and sponsoring through, the Society. Companies providing products, services and sponsorship will require all their suppliers, licensees, and contractors involved in the manufacture or farming of products, provision of services, and sponsoring events or departments for and through the AMS to observe the standards of this policy. The AMS intends to co-operate with students and other organizations in monitoring working conditions, collecting information, and collectively negotiating with suppliers, licensees, sponsors, and contractors to ensure the provisions of this Code are enacted. Effective implementation of this policy is a long-term process that will take commitment on the part of students, suppliers, licensees, sponsors, contractors, and all AMS staff.

II) Definitions

For the purpose of this policy:

The term '**Product**' means any manufactured or farmed product that is supplied to the Society or any of its food or retail outlets and includes the provision of services and / or sponsorship arrangements with the Society.

The term '**Supplier**' means any individual or company that supplies or sells the aforementioned Product or Service and those individuals or companies that assume the role of sponsor to the AMS, be it exclusive or non-exclusive in nature.

The term '**Licensee**' means any individual or company that has entered into an agreement with the Society to manufacture items bearing the name and/or logo of the Society.

The term '**Contractor**' means any contractor, subcontractor or vendor that produces a Product for a Supplier or provides a service to the supplier or the Society.

The term '**Employer**' means any individual or company that employs one or more workers in the creation, assembly or packaging of a product or the provision of a service.

III) Guidelines

All suppliers must operate workplaces, and ensure that all Employers including contractors, subcontractors, vendors or manufacturers operate workplaces, that adhere to the following minimum guidelines and practices as established by the International Labour Organization, the United Nations (UN) Universal Declaration of Human Rights and the UN Convention on the Rights of the Child, the B.C, Human Rights Code and the Canadian Charter of Rights and Freedoms.

Legal Compliance: Employers shall comply, at a minimum, with all applicable legal requirements of the country in which products are manufactured or services are provided. Where this policy and the applicable laws of the country of manufacture differ, the standard that provides the greater right, benefit or protection shall apply.

Wages and Benefits: Employers must provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry or which constitute a living wage, whichever provides greater wages and benefits.

Working Hours: Except in extraordinary circumstances, employees shall (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime per week, or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture; and (ii) be entitled to at least one day off in every 7-day period.

Overtime Compensation: In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such a premium rate as is legally required in that country, but not less than at a rate equal to their regular hourly compensation rate.

Child Labour: No person shall be employed at an age younger than 15 (or 14 where, consistent with International Labor Organization practices for developing countries, the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Employers agree to work with governmental, human rights, and non-governmental organizations, as determined by the AMS and licensee, to minimize the negative impact on any child released from employment as a result of the enforcement of this Code, including the opportunity for adult family members to assume the child's position in order to maintain family earnings.

Forced Labour: There shall not be any use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise.

Health and Safety: Employers must provide workers with a safe and healthy work environment and must, at a minimum, comply with local and national health and safety laws. If residential facilities are provided to workers, they must be safe and healthy facilities.

Non-discrimination: No employee shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of those provisions contained in the B.C Human Rights Code and the Canadian Charter of Rights and Freedoms, including gender, colour, race, ancestry,

religion, age, physical or mental disability, marital status, family status, sexual orientation, place of origin, political belief or affiliation, caste, union membership, or a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person, as well as those international guidelines as articulated in III (Guidelines) above. The pregnancy of an employee shall not be used as a basis for disciplinary treatment or termination of employment. Employees will be permitted to take maternity leave without facing the threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits. No employee or prospective employee shall be subjected to involuntary use of contraceptives or pregnancy testing.

Harassment or Abuse: Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Freedom of Association: Employers shall recognize and respect the right of employees to freedom of association and collective bargaining with bargaining representatives of their own choice. No employee shall be subject to harassment, intimidation or retaliation as a result of his or her efforts to freely associate or bargain collectively.

- In addition to abiding by fair labour practices, all suppliers to AMS food outlets will be encouraged to adhere to the following sustainable operating guidelines:
 - Suppliers will ensure that all plastic containers used for the purposes of storing and shipping food products are made of recyclable materials that are fully returnable.
 - Suppliers will provide a written disclosure of their internal waste management policies and practices.
 - Suppliers will comply with all applicable environmental laws.
 - Suppliers will strive to provide products from locally owned and operated businesses when and where there is a choice between local and non-local distributors, and when the cost differential between the two does not significantly impact the price of supplying the products.
 - At the discretion of senior management, the AMS will work towards implementing additional sustainable business practices including, but not limited to, purchasing locally grown and/or organic products, buying direct from farmers, favouring companies that minimize the use of pesticides, and purchasing humanely treated animal products.

IV) Implementation

- All new contracts with suppliers, licensees, sponsors, and contractors will include an explicit statement of endorsement of the policy stating that the suppliers, licensees and contractors will comply with the policy.
- All new contracts with suppliers, licensees, sponsors, and contractors will include an explicit statement that failure to comply with the policy may result in the termination of a contract. The termination of a contract will occur following the failure of a supplier, licensee or contractor to take corrective action in the event of a policy violation, and only following the due process measures observed in the remediation clauses.

- The company names, owners, and/or offices, addresses, contact information and nature of the business association, including steps performed in the manufacturing process, of all suppliers, licensees, contractors, and manufacturing plants which are involved in the manufacturing process of products for the Society or of products produced by a sponsor even if those products are not purchased by the Society, shall be made publicly available.
- Prior to the date of an annual renewal of a contract, the supplier, licensee, sponsor, and contractor shall be required to submit an annual compliance report to the Society. The report shall include information discussed in the preceding clause on public disclosure and a summary of the steps taken, and/or difficulties encountered, during the preceding year in implementing and enforcing the policy at each site. The contents of the compliance reports shall be considered public information.
- Suppliers with existing contracts with the Society will be encouraged to comply with the requirements of the policy and implementation of the policy will be required upon renewal of a contract.
- Compliance with the policy will be effective immediately on all new contracts.

V) Verification

- All suppliers, licensees, sponsors, and contractors shall accept the principle that the implementation of this policy shall be assessed through monitoring and independent third-party verification.
- It will be the responsibility of each AMS retail and food outlet manager and the designated sponsorship coordinator to monitor its suppliers, licensees, sponsors, and contractors compliance with the policy. To assist in verifying and monitoring compliance with the policy's principles and guidelines, the Society shall become a paying member of a third party monitoring and verification organization, which is capable of independently researching existing and potential suppliers.
- Employees and interested third parties shall be provided with a confidential means to report failure to observe the policy guidelines and shall be otherwise protected in this respect.
- The Society shall undertake efforts to further determine and clearly define additional monitoring and verification methods.
- The Society reserves the right to examine the practices, activities, and work sites of their suppliers, licensees, sponsors, and contractors when such examination is previously announced.

VI) Remediation

- In the event that a supplier, licensee, sponsor, or contractor violates one or more requirements of the policy, the Society will actively consult with the supplier, licensee, sponsor, or contractor to examine the issues and determine the appropriate measures to be taken.
- Remedial actions for labour violations will include, at minimum, requiring the supplier, licensee, sponsor, or contractor to correct any violations including, but not limited to, reinstating any worker whose employment was terminated in violation of the policy.
- If consultation and agreed upon measures fail to adequately resolve the violations within a specified time period, the Society and the supplier, licensee,

- sponsor, or contractor will implement a corrective action plan on terms acceptable to the Society.
- The Society reserves the right to terminate its relationship with any supplier, licensee, sponsor, or contractor which continues to conduct its business in violation of the corrective action plan, in accordance with the terms set forth in the policy. However, termination of any relationship will only occur when serious breaches of the policy persist and when the supplier, licensee, sponsor, or contractor is unwilling to remedy any discovered violations after all parties have negotiated and agreed upon a corrective action plan.

***No AMS Exclusive Cold Beverage Agreements
Passed: October 25, 2006***

“Whereas a motion was passed on October 11, 2006, calling on the University to not enter into an exclusive cold beverage agreement; and

Whereas many of the arguments opposing exclusive cold beverage agreements would similarly apply to the AMS,

Therefore be it resolved that the AMS not enter into an exclusive cold beverage agreement.”

AMS Environmental Sustainability Strategy
Passed: January 24, 2007

Preamble

Whereas the AMS has long been a leader in environmentally sound practices at UBC, including:

- The U-Pass program, which has resulted in a reduction in greenhouse gas pollution of over 16,000 tonnes of CO₂ equivalent per year.
- Selling only organic, bird friendly coffee.
- Providing discounts for students who bring their own mugs to AMS coffee outlets; and

Whereas the Alma Mater Society has long fulfilled the role of holding the University to account on behalf of the students of UBC for issues important to students, including environmental responsibility; and

Whereas the AMS does not yet have a sustainability policy or strategy to guide and provide continuity to our sustainability initiatives,

Therefore be it resolved that Council adopt the following Environmental Sustainability Vision and Purpose, which will guide subsequent strategy and targets:

Vision

The AMS recognizes the ecological crisis humanity faces and the special responsibility universities, and university students, have in finding and implementing solutions. We acknowledge our obligations as global citizens and strive to create a sustainable and equitable future for all.

The AMS will be a leader in reducing the university campus's ecological footprint to sustainable levels and in fostering environmental justice in our own operations and through our relationships with the University community and the broader community. The AMS will be an engine for new ideas and innovation, and will be a model for the University and for other student organizations to follow.

Purpose

- To work towards environmental sustainability independently and in cooperation with organizations such as UBC, other students' organizations, and relevant governmental bodies.
- To maintain and enhance the AMS's leadership role in promoting environmental sustainability on and off campus.
- To showcase the AMS's leadership in order to distinguish the AMS and our businesses from the University as a whole and other businesses on campus.
- To guide the AMS's work to areas where we can have the greatest effect, directly through AMS operations and through interaction with other organizations.

- To establish the Impacts Committee as the body responsible for overseeing the Sustainability Strategy and presenting an annual progress report, including new or updated targets, to Council by October 30 of each year.
- To set a manageable number of goals and timelines (in consultation with staff and other interested parties), and assign responsibilities to pertinent persons and departments for achieving them.
- To establish procedures for monitoring and reporting on progress. Procedures for updating and adjusting targets will also be part of the Strategy.

AMS CAMPUS SAFETY VISION STATEMENT

Passed: January 25, 2006

Reviewed January 2009

VISION

The Alma Mater Society (AMS) believes that all campus members have the right to live, work and study in a community free from physical harm, hostility, aggression, harassment and devaluation. The University of British Columbia should be a safe and respectful environment in which campus members are able to fully participate in campus affairs without threats to their physical, emotional, sexual, and psychological, and spiritual well-being. The campus community will work to ensure that one's gender, sex, race, religion, sexual orientation, age, ancestry, ethnicity, colour, family status, marital status, physical or mental ability, socio-economic status, health status, place of origin, beliefs, or group affiliation does not preclude active participation in the campus community. Above all, the campus should be a community in which all members feel free to achieve their highest potential, and a person's right of access to education, academic excellence, freedom of association and career achievement are not compromised by either feelings or incidents of oppression or marginalization.

VALUE STATEMENT

The Alma Mater Society of the University of British Columbia is committed to fostering a safe and respectful community in partnership with students, student groups, residents, the University administration, staff, faculty and other members of the extended campus community. The AMS is committed to making safety on campus a priority, and to proactively increasing the awareness of safety issues on campus. The AMS will work to ensure that ongoing consultation occurs with key stakeholders on safety issues, and that sufficient resources are directed towards building a safe community.

PRINCIPLES

The AMS is committed, but not limited, to the following safety principles:

1. The AMS will strive to enhance the visibility, accessibility and quality of existing safety services on campus, and actively promote such services to the campus community.
2. The AMS will advocate on behalf of campus community members to ensure that safety is a priority on campus.
3. The AMS will work in partnership with key stakeholders to increase awareness of any threats to safety on campus by advocating for effective reporting mechanisms.
4. The AMS will seek to increase the number and strength of collaborative relationships with key safety stakeholders on campus, including students, staff, faculty and other members of the extended campus community.
5. The AMS will strive to ensure that inclusive, accessible safety programs are available to the diverse campus community. Such programs should support community involvement, actively promote equity and inclusivity and reflect the belief that safety on campus is a shared responsibility amongst all campus members.
6. The AMS values the campus environment and as such, will endeavour to create an environment free of vandalism and property damage.
7. The AMS will endeavour to create an environment of respect for the dignity, privacy, and diversity of all persons on campus. The AMS will seek to foster a campus community in which there is zero tolerance for hate, prejudice and discrimination.

***External Affiliations and CASA
Passed October 21, 2009***

“Whereas the AMS has been engaged in independent federal lobbying efforts, incurring costs in addition to those funds paid CASA; and

Whereas the allocation of funds towards federal lobbying represents a proportion of the overall external relations budget disproportionate with the impact that the federal government has on post-secondary education; and

Whereas there are insufficient concrete returns on investment to warrant continued CASA membership; and

Whereas significant AMS concerns with the constitution under which CASA is operating, most notably the fact that such a constitution was rejected by Industry Canada, have not been rectified in a timely manner; and

Whereas AMS efforts to reform CASA governance structures, or embark upon a process that would lead to the recommendation of such reforms, have not been treated as a priority by CASA; and

Whereas CASA’s efforts to develop campus-centered campaigns to complement more conventional lobbying efforts have been either insubstantial, ineffective or non-existent; and

Whereas AMS ability to steer the organization is incongruent with the AMS contribution to the organization; and

Whereas CASA institutional rules prevent the GSS from becoming a CASA member; and

Whereas the voting structure of the organization gives a disproportionate voice to regional voting blocs; and

Whereas the Member Driven Principle continues to remain undefined on an organization wide basis, and insufficient safeguards exist to prevent situations of excessive staff control or ensure that the priorities acted upon and the policy priorities reflect the will of the membership,

Therefore, be it resolved that the Alma Mater Society of the University of British Columbia Vancouver give notice of intent to withdraw from the Canadian Alliance of Student Associations, with such withdrawal coming into force April 1, 2010.

Be it further resolved that the AMS remain unaffiliated to any federal lobbying organization, for no less than one year; and

Be it further resolved that if the AMS considers affiliation with an external lobbying organization, it negotiate with CASA first.”

Note: Requires 2/3rds

... Carried

[Note: On March 31, 2010, Council passed the following motion:

“Therefore be it resolved that the Alma Mater Society of the University of British Columbia – Vancouver overturn its decisions on October 21, 2009 and December 7, 2009 to leave the Canadian Alliance of Student Associations as of April 1, 2010.

Be it further resolved that the AMS remain an Associate Member of CASA for one more year.”

It’s not clear if that motion overturned the policy part of the October 21 motion, the resolution saying that if the AMS considers affiliation with an external lobbying organization, it must negotiate with CASA first.]

BY-ELECTION TIMING

Passed: December 2, 2009

“Be it resolved that Bylaw 5(3)(c)(ii) shall be interpreted with the following consideration: ‘Calendar days when classes are not in session shall not count toward the determination of the 21-31 day range for holding the by election.’

Be it further resolved that the interpretative consideration contained in this motion is to be considered the official policy of this Society, and all staff are expressly directed to abide by this interpretative consideration.”

Note: Requires 2/3rds
... Carried

AMS COMMUNICATIONS POLICY

Passed December 2, 2009:

Preamble:

The Alma Mater Society (AMS) is committed to furthering its mission and goals through a coordinated and effective communications strategy. The President, in coordination with the Communications Manager and the Communications Planning Group, is responsible for ensuring that the AMS is proactive in establishing channels, protocols and programs aimed at encouraging input from and consultation with the Society’s membership.

Policy:

A centralized Communications Department is essential to ensure consistency and professionalism in the messaging that the AMS communicates to students.

The following areas fall under the purview of the AMS’ communications strategy. All initiatives and projects that fall under these areas must be created and planned in conjunction with the Communications Manager. The Communications Manager shall regularly seek advice and direction from the Communications Planning Group on all of

these areas.

- Permission for use of the AMS logo
- Press releases
- Marketing strategies and promotional materials for AMS businesses and AMS Services
- Electronic communications
- University and external lobbying campaigns
- Internal communications initiatives
- Clubs and constituencies that are specifically using AMS images or AMS messaging

Procedures and Regulations:

The Communications Planning Group will be responsible for developing the following procedures under this policy. These procedures will be kept by the Communications Manager and regularly updated by the Communications Planning Group. They shall also be included in orientation materials for all employees and volunteers of the AMS.

- o procedures for commenting to and interacting with the media
- o procedures for making changes to the AMS website
- o procedures for organizing and running university and external lobbying campaigns
- o procedures regulating internal email usage
- o procedures for the responsible use of students' email addresses
- o procedures for external advertising in AMS space
- o procedures for proper use of the AMS logo
- o any other communications procedures approved by the Communications Planning Group

AMS POLICY ON VIDEO SURVEILLANCE
APPROVED: January 6, 2010

Further to the AMS Privacy Policy, and in accordance with the video surveillance guidelines issued jointly by the privacy commissioners of British Columbia, Alberta, and Canada, the Alma Mater Society has the following policies and procedures for video surveillance:

- 1) Video surveillance cameras shall be used to monitor and record activity in AMS buildings solely for the following purposes:
 - a. To protect persons and property, including but not limited to protection against violence, vandalism, and theft.
 - b. To provide documentation in cases of liability and for crime investigations.
 - c. To help maintain access to the Student Union Building's Loading Bay.
 - d. To control access to the Pit Pub.
- 2) The number and location of surveillance cameras shall be determined by the Security Manager in consultation with the Facilities and Retail Services Manager, the Privacy Officer, the Food and Beverage Manager, and the Vice-President Administration. Cameras shall not be installed in areas where individuals have an expectation of privacy, including but not limited to washrooms and changing rooms.
- 3) The cameras shall not record sound; they may have other special capabilities (including but not limited to night vision and zooms) as is deemed appropriate by the Security Manager in consultation with the Facilities and Retail Services Manager, the Privacy Officer, the Food and Beverage Manager, and the Vice-President Administration.
- 4) The following persons shall be the only ones authorized to access the images from all cameras in AMS buildings:
 - a. The Facilities and Retail Services Manager, who shall have access both to live images and to recordings of past images.
 - b. The Food and Beverage Manager, who shall have access both to live images and to recordings of past images.
 - c. The General Manager, who shall have access both to live images and to recordings of past images.
 - d. Supervising security staff while on shift, who shall have access both to live images and to recordings of past images.
 - e. Other staff in the Security Office, who shall have access while on shift to monitors of live images only and not to recordings of past images.
 - f. The IT Manager, the Systems Administrator, and the Workshop Manager, who shall have access only for maintenance and upgrading purposes.
- 5) The following persons shall be authorized to access live images and recordings of past images, but only while on shift and only from cameras in their area:
 - a. Senior staff managing the Pit Pub (for the Pit Pub).

- b. Senior staff managing the Whistler Lodge (for the Whistler Lodge).
 - c. Senior staff managing the Loading Bay & Storeroom (for the Loading Bay & Storeroom).
- 6) Other persons desiring access to the images must apply to the Security Manager, who shall not disclose them except:
 - a. to law enforcement officers pursuing an investigation if the officers have a warrant or if the officers have been invited to look at the images by the AMS, but in both such cases the officers shall be given access only to images relevant to the incident in question; or
 - b. to comply with a court order; or
 - c. to show an individual an image of themselves, but in the latter case the image must not reveal the identity of any other individual.
- 7) In the event of an emergency, the General Manager may grant access to the images. If the General Manager is unavailable during an emergency, the Facilities and Retail Services Manager may grant the access. If both these managers are unavailable, then another senior manager may grant the access.
- 8) Any individual seeking access to images must view the relevant footage in the presence of the Security Manager, the Facilities and Retail Services Manager, or the General Manager. If none of those managers is available, they may name someone as their designate for that incident only.
- 9) Surveillance shall be in effect 24 hours a day, seven days a week.
- 10) Recordings shall be eradicated thirty (30) days from their recording, unless required for an ongoing investigation. The General Manager shall determine which ongoing investigations are covered by this clause.
- 11) Images from the cameras may be received in the Security Office, the Pit Pub office, and the IT office, all of which shall be kept secure from unauthorized access.
- 12) Signs shall be posted inside and outside the building to inform the public that surveillance cameras are in operation for the purposes stated in paragraph 1 above. The signs shall include the Privacy Officer's contact number for members of the public wishing further information about the surveillance policy or wishing to see their own image.
- 13) All individuals listed in paragraphs 4 and 5 shall sign a non-disclosure agreement in which they shall agree to keep any knowledge gained from AMS video surveillance systems confidential, unless otherwise indicated in this policy. The Privacy Officer shall be responsible for ensuring that all relevant staff members sign non-disclosure agreements before viewing footage from AMS video surveillance equipment.

Executive Smart Phones

Passed: April 7, 2010

[not designated a policy at the time, but it reads like one, and it passed 19-0-5]

“Whereas the AMS Business and Facilities Committee was mandated by AMS Council to determine an AMS Executive cellular phone bill compensation policy; and

Whereas the AMS Business and Facilities Committee deemed it necessary for optimal business performance that Executive members of the AMS use a smart phone during normal business hours to be reachable; and

Whereas not subsidizing Executive cellular phone bill expenditures could negatively affect the Society’s business efficiency and/or invoke personal financial hardship; and

Whereas the AMS Business and Facilities Committee deems it improper to mandate Executive members to possess a smart phone without subsidizing work-based cellular phone expenses; and

Whereas by subsidizing executive cellular phone expenses, the Business and Facilities Committee feels it necessary to obligate Executive members to be reachable via phone, text, or email, through their smart phone; and

Whereas any assessment made by the Business and Facilities Committee with regard to the subsidy amount each Executive member of the Alma Mater Society should receive would not be within the context of the AMS Annual Budget, and therefore unfounded and arbitrary,

Therefore be it resolved that on the recommendation of the Business and Facilities Committee, the Alma Mater Society Council mandate the AMS Budget Committee to determine an appropriate cellular phone-bill subsidy for each Executive member for inclusion into the AMS Annual Budget.

Be it further resolved that Executive members of the Alma Mater Society be required to possess a smart phone for work purposes in order to qualify for a phone subsidy.

Be it further resolved that Executive members of the Alma Matter Society be contactable, either by phone, email, or text, through their smart phone at all times during regular business hours.

... Carried

***AMS Policy on Responsible Use of Students' Email Addresses
Passed: April 30, 2010***

Whereas the Alma Mater Society of UBC Vancouver (AMS) recognizes that the University desires the use of Campus---wide email to be limited to uses consistent with the academic and student/campus life, research and administrative objectives of the University; and

Whereas the AMS is recognized within the University as the representative student body; and

Whereas the AMS requires access to students' email addresses to facilitate its elections and to communicate with its members; and

Whereas the AMS is committed to the secure and responsible use of students' email addresses for campus---wide emails to uses consistent with the objects, vision and mission of its constitution, including the following:

- The AMS will only send a maximum of one email per month unless there is an emergency where information needs to be disseminated.
- The addresses will also be used to communicate various forms of information, including but not limited to:

- o Information about upcoming AMS elections and referenda
- o Information about time---sensitive emergency issues
- o Information welcoming students to UBC and the AMS
- o Information regarding AMS student surveys
- o Pertinent information as deemed by CPG

BIRT the AMS will prohibit the transmission of the following types of information over campus---wide email:

- Information that discloses personal information about an individual without their consent or otherwise violates their rights under the privacy laws or any other laws
- Pirated software, destructive software, pornographic materials, libelous statements or any other information that may injure someone or lead to a lawsuit or criminal charges
- Advertisements for commercial enterprises (with exception of the AMS---owned businesses)
- Repetitious or redundant information, or any other information that is wasteful of computing/information network resources, which unfairly monopolize resources to the exclusion of others, or which through frivolous use goes beyond the intended use of the system.
- Information that assumes another person/organization/entity identity or role through deception or without proper authorization

BIRT the AMS will implement a process whereby all requests for the transmission of information through campus---wide email pass through the President of the AMS thereby ensuring a single final point of decisionmaking concerning which communications may be sent to students.

BIRT the AMS will ensure the creation of the file security mechanisms and other network infrastructure, along with policies restricting access to students' email addresses within the AMS and the provisions of locks and other physical infrastructure within the Student Union Building to safeguard the confidentiality of students' email addresses.

AMS RESPONSIBLE COMPUTER USE POLICY

Passed: June 16, 2010

General

1. All Society employees, appointees, and elected officials shall, in their use of the Society's computers and computing systems, conduct themselves in accordance with established business ethics and in accordance with the responsibilities of their respective positions.
2. All Society employees, appointees, and elected officials shall make every effort to support the Society's Information Technology (IT) Department in protecting the security of the Society's technical systems.
3. The Society's computers and computing systems are the property of the Society, and are for utilization by employees, appointees, and elected officials in the performance of their position responsibilities. No computer hardware or software may be installed in the Society without the knowledge and approval of the Society's IT Department.
4. AMS computers are intended for business purposes only. The use of computing resources for any purpose other than academic or administrative use will be considered unauthorized.
5. Any damage to computers or computing systems caused by inappropriate or personal use by an employee, appointee, or elected official, and any other violations of the provisions of this Section, may result in disciplinary action by the Society.
6. Certain uses of the Society's computer system and Internet connection shall not be permitted at any time. These uses include but are not limited to:
 - accessing websites containing sexually explicit, racist, violent, or generally offensive;
 - offensive materials, except to carry out research for the Society;
 - distribution of materials containing sexually explicit, racist, violent, or generally offensive materials to internal or external users;
 - downloading and/or illegal use of unlicensed software;
 - downloading computer games;
 - any use of the Internet for a purpose forbidden under the Criminal Code or the B.C. Human Rights Code, including but not limited to hoaxes, distribution of pornographic materials to minors, child pornography, pyramid schemes, copyright infringement, and bomb threats.

Computer Software

1. There is to be no unauthorized duplication or downloading of copyrighted software. All software installed on the Society's computers must be approved by the Society's IT Department.
2. No personal use software, including personally developed programming, is to be installed on any Society computer without the knowledge and approval of the Society's IT Department.
3. Employees, appointees, and elected officials shall not knowingly install, download, or forward a virus, spyware, malware or malicious code for any purpose.

4. Other prohibited activities include but are not limited to:

- logging into an e-mail address that the person is not expressly authorized to access;
- falsifying header information or user identification information, or otherwise impersonating another user;
- using the Society's e-mail system to create or distribute any disruptive or offensive material, including illegal, abusive, indecent, defamatory, obscene or menacing materials;
- using the Society's e-mail system in breach of confidence, copyright or privacy rights;
- initiating or forwarding chain letters, pyramid schemes, hoaxes, joke emails, unsolicited mail, or emails containing malicious code.

Note: Virus warning emails shall be approved by the AMS IT Manager before sending.

Computer Hardware

1. The acquisition of any computer hardware must be processed through the Society's IT Department to ensure compatibility with our system.

2. Any remote access to the Society's IT resources must be approved by the Society's IT Department.

3. Equipment not owned by the Society is not to be installed on the network without the express permission of the Society's IT Department.

Electronic Communication

1. Employees, appointees, and elected officials shall exercise caution in the wording and content of their e-mail messages because such messages, unlike telephone conversations, can have the same effect and permanence as messages on paper.

ALCOHOL REIMBURSEMENT POLICY

Passed: February 7, 2007

Reviewed and amended: August 11, 2010

Preamble

Whereas in the course of conducting the Society's business, members of the Executive and AMS permanent staff may have occasion to entertain government officials or members of the University administration at functions at which alcohol is available; and

Whereas the Society's senior management sometimes shows its appreciation for the Society's permanent staff or for other groups by hosting employee appreciation events or other similar functions at which alcohol is available; and

Whereas the Society wishes to put reasonable limits on the amount of alcohol-related expenses for which it provides reimbursement,

Therefore be it resolved that the following Alcohol Reimbursement Policy be adopted:

Policy

- 1) Each member of the Executive may be reimbursed for alcohol-related expenses incurred while entertaining government officials or members of the University administration or at functions or events while on official Society business up to a maximum of \$150 in any twelve (12) month period, provided this amount is budgeted for in the annual AMS budget.
- 2) Members of the permanent staff may be reimbursed for business-related alcohol expenses or provided with a reasonable amount of complimentary drinks at employee appreciation events or other similar functions. Such expenses shall be at the discretion of the General Manager.
- 3) Reimbursement for other alcohol-related expenses may be provided only with the approval of the Executive Committee and only if budgeted for in the annual AMS budget.

**POLICY ON RECORDS MANAGEMENT
AND THE AMS ARCHIVES**

Passed: August 25, 2010

(Minor amendment, March 2, 2011)

(Contracts amendment, January 23, 2013)

Preamble

The purpose of this policy is, first of all, to ensure that the Alma Mater Society preserves its records and documents, whether hardcopy or electronic, so that it can function effectively and preserve its institutional memory.

Secondly, this policy is meant to ensure compliance with privacy legislation and also to establish guidelines for confidentiality.

Finally, this policy is meant to ensure the preservation of and access to information about the Society that may be of interest to the Society's members and the general public.

Principles

- 1) All hardcopy and electronic reports, correspondence, minutes, and other records of Council and its committees, the Executive, the Commissions, the Services, the Resource Groups, the business outlets, the General Manager, the Staff, and other AMS members acting on behalf of the Society ("the Records") are the property of the Society and shall remain with the Society to be kept at its offices.
- 2) When the Records are no longer needed for current use, those that may be of future use to the Society or that must be preserved for legal purposes shall be transferred to the AMS Archives.
- 3) The AMS Archives, in conjunction with the relevant AMS departments, shall establish how long records shall be kept once they are no longer needed for current use.
- 4) The Executive, the chairs of all Council committees, the General Manager, and the Staff shall co-operate with the AMS Archives in making sure the Records are preserved.
- 5) The AMS Archives shall arrange for the shredding of those records that are no longer needed but which include personal or other confidential information.
- 6) The AMS Archives shall ensure that records of historical value are preserved and made available to the public, subject to the restrictions related to confidentiality enumerated elsewhere in this policy.
- 7) The AMS Archives may enter into agreements with the University Archives for the longterm preservation of the Society's records.
- 8) In accordance with Bylaw 18, the Records shall be made available to the Society's members. In general, the Records shall also be made available to the general public. However, the following exceptions and conditions will be observed for both the Society's members and the general public:

- a. In accordance with the BC Personal Information Protection Act (PIPA), no individual's personal information shall be disclosed without that individual's consent.
- b. Information subject to solicitor-client privilege shall not be disclosed except as authorized by the President or the General Manager.
- c. Any one member of the Executive, including the President, and any one member of the Agenda Committee other than the President may together declare themselves a Joint Confidentiality Group (JCG). A JCG may declare confidential any information which, if made available, could reasonably be expected to harm negotiations between the Society and a third party or disrupt an ongoing investigation involving the Society.
 - i. Such a declaration of confidentiality shall specify for how long the information shall remain confidential and shall also specify who within the Society shall have access to the information.
 - ii. The declaration shall be reported to the Agenda Committee.
 - iii. Council may at any time, by a Two-thirds (2/3rds) Resolution, require the information to be produced for it at an in camera session.
 - iv. The General Manager may act as one of the two members of a JCG if, for reasons including but not limited to conflict of interest, either the members of the Executive Committee or the members of the Agenda Committee member are ineligible to serve on the JCG.
 - v. If the members of both the Executive Committee and the Agenda Committee are ineligible, a JCG may be constituted by the General Manager together with the Privacy Officer.
- d. Contracts between the AMS and outside organizations.
 - i. A contract with an outside organization, including both draft and executed versions of such a contract, shall not be circulated in hardcopy or electronic form except to those responsible for implementing it and, in the case of a contract made on behalf of a Subsidiary Organization of the Society, to that Subsidiary Organization.
 - ii. Members of the Society other than those included in paragraph (i) above may view the contracts referred to in paragraph (i) above if they first sign a non-disclosure agreement, but they are not to be given hardcopy or electronic copies of such contracts.
 - iii. Contracts with outside organizations, including both draft and executed versions of such contracts, are not to be shown to members of the general public, unless the outside organization consents to the disclosure of all or part of the contract. If the outside organization consents to the disclosure of a part only, then only that part may be disclosed.
 - iv. The preceding paragraphs notwithstanding, if an outside organization has given its approval, Council may by Resolution make a contract publicly available.

- e. Unapproved draft minutes of Council and its committees, the Executive Committee, and the Commissions may be shown to the Society's members and the general public but shall not be copied for distribution or circulated in hardcopy or electronic form, except to members of Council, members of Council's committees, and members of Commissions.
- f. In accordance with the AMS Code, minutes of in camera sessions of Council shall not be made public except to current members of Council and other individuals designated by Council.
- g. There shall be no disclosure of information which, if made available, might compromise the security of the Student Union Building, a computer system, or a communications system.
- h. There shall be no disclosure of sensitive business information, such as information about business strategies or detailed information on revenues or expenditures for individual Society businesses, which, if made available, might jeopardize the competitive position of the Society.

CHEQUE SIGNING

Passed November 15, 2006

Amended: October 13, 2010 (to increase the amount to \$350)

"Whereas the AMS General Manager and those executive members who are AMS signing officers spend a large portion of their time signing cheques, many of which are for small amounts; and

Whereas the Society's bank will honour cheques signed by using a rubber stamp or a mechanically or electronically reproduced signature (known as Facsimile Signatures) if authorized to do so by a resolution of the AMS Board of Directors,

Therefore be it resolved that the Bank of Montreal be authorized to honour all AMS cheques bearing Facsimile Signatures, provided such cheques are for amounts of less than \$350 and also provided that such cheques are not made out to members of the AMS Executive or to senior managers of the AMS.

Be it further resolved that the following resolution be provided to the Bank of Montreal:

"Whereas for the convenience of the Alma Mater Society of the University of British Columbia ("the AMS"), the AMS requests that cheques drawn on the Bank of Montreal ("the Bank") against the AMS account number be signed by affixing one or more signatures by using a rubber stamp or mechanically or electronically reproduced signature (each a "Facsimile Signature") in place of a handwritten signature,

Therefore be it resolved:

1. That the Bank is hereby authorized and directed to pay any and all cheques or instruments purporting to be cheques of the AMS presented for payment bearing a Facsimile Signature of any of the following officers who have been duly authorized to sign cheques for and on behalf of the AMS:

Vice-President Finance
Vice-President Administration
Vice-President Academic & University Affairs
Student Administrative Commission Vice-Chair
General Manager

2. That such cheques or instruments shall have the same legal effect, may be dealt with to all intents and purposes and shall bind the AMS as fully and effectually as if signed in the handwriting of and duly issued by such officer or officers for and on behalf of the AMS, regardless of howsoever or by whosoever a Facsimile Signature shall have been affixed.
3. That the AMS shall provide the Bank with a certified copy of this Resolution and a certified specimen of such Facsimile Signature and that such Resolution may be acted upon by each branch of the Bank with which dealings are had by the AMS until notice to the contrary or of any change therein has been given in writing to the Bank."

AMS TRAVEL POLICY
Amended July 20, 2011

Preamble:

Whereas it is important that there be principles and procedures in place for travel expenses incurred by AMS officials and staff when attending conferences; and

Whereas it is important that information be recorded concerning the value of the conferences attended to guide future officials and staff in deciding whether to attend particular conferences,

Therefore be it resolved that Council adopt the following Travel Policy:

1. Allocations for travel expenditures for the Executive and the Executive Coordinator of Student Services (ECSS) shall be limited to one annual national professional development conference costing no more than \$1,500 plus an additional discretionary maximum of \$1,500 each per year. Allocations for travel expenditures for the General Manager shall be limited to the AMICCUS-C annual conference plus an additional discretionary maximum of \$1,500 per year. Similarly, the Events Department will be limited to the COCA conference, and an additional discretionary maximum of \$1,500.
2. Notwithstanding paragraph 1 above, Council may at its discretion authorize additional travel expenditures, either through the annual AMS Budget or by a separate Two-thirds (2/3rds) Resolution. If the approval of additional travel expenditures is made through the Budget, these additional expenditures must be pointed out when the Budget is presented to Council.
3. In accordance with the provisions in the AMS Code of Procedure for Executive expenses, officials and staff attending conferences shall make their best efforts to obtain transportation at the economy rate and accommodation at reasonable rates. Up to \$60 Cdn a day (USD \$60 in the States) shall be allowed for meals, with reimbursement to be made on the presentation of receipts, but if meals are provided free at a conference, the allowance shall be reduced accordingly. Meal receipts considered excessive may be deemed inappropriate and not covered.
4. In further accordance with the provisions in the AMS Code of Procedure and in the AMS Executive Procedures Manual and the AMS Personnel Handbook, the following reimbursement procedures shall be adhered to:
 - a. expenses shall be reported within sixty (60) days for reimbursement to occur;
 - b. incidental out-of-pocket expenses incurred may be claimed, with receipts being required for amounts over \$2;
 - c. reasonable laundry and cleaning expenses shall be covered when the business travel is in excess of three (3) consecutive

- d. days;
when available and reasonable, alternatives to taxi transportation (e.g., public transit, Air Porter) are to be utilized;
 - e. a modest number of personal telephone calls for a cost of no more than \$5 over three (3) days shall be acceptable.
5. Travel expenditures made in connection with lawsuits or with other legal issues involving the AMS, and travel expenditures made from the External and University Lobbying Fund for university and external lobbying purposes (e.g. CASA conferences) will not count as part of the \$1,500 discretionary maximum allowed in paragraph 1 above. However, those travelling for the purposes mentioned in this paragraph shall still adhere to the expense rules in paragraph 3 above and shall still make reports in accordance with paragraph 8 below.
 6. Even if not exceeding their \$1,500 discretionary maximum for the year, anyone seeking to embark on a travel initiative costing more than \$400 (not including attendance at AMICCUS-C, COCA, or the annual national professional development conference for the Executive and the ECSS) must seek permission for the travel initiative from the Executive Committee, and in doing so must answer the following questions:
 - a. What is the nature of the travel?
 - b. What are the goals you hope to achieve from this experience?
 - c. How much will this cost the Society?
 7. Anyone seeking authorization from Council to spend more than the \$1,500 discretionary maximum in accordance with paragraph 2 above must provide Council with the answers to the questions listed in paragraph 6 above.
 8. In order to receive reimbursement for expenses, the Executive member returning from a conference or other travel shall report to the Executive Committee and AMS Council, providing the following information:
 - a. Information obtained (official documentation is encouraged)
 - b. Evaluation of the conference
 - c. Goals achieved/not achieved (referring to proposal)
 - d. Actual expenditures
 9. The General Manager, upon returning from a conference or other travel, shall report to the Executive Committee, providing the information listed in paragraph 8. At its discretion, the Executive Committee may invite the Events Manager to report to it about travel undertaken by the Events Department.

Personal Information Protection Policy

Passed: September 1, 2004

Reviewed: August 2007

Reviewed: September 2011

The Alma Mater Society is committed to complying with the B.C. Personal Information Protection Act (PIPA).

In accordance with PIPA, we will inform our employees, volunteers, members, suppliers, and customers of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

In addition, we will ensure the accuracy, confidentiality, and security of the personal information received from our employees, volunteers, members, suppliers, and customers, and will allow them to request access to, and correction of, their personal information.

We will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection, and we will only use or disclose personal information where necessary to fulfill the purposes identified at the time of collection.

For further information about the privacy policy of the Alma Mater Society, please contact the Society's Privacy Officer:

Sheldon Goldfarb 604-822-
9360
archives@ams.ubc.ca

POLICY ON ALCOHOL CONSUMPTION

Passed: August 27, 2003

Reviewed: July 2006

Reviewed: September 2011

Preamble:

The Alma Mater Society (AMS) endeavours to provide a safe, inclusive, and positive student community, while working alongside University safety providers, administrators, and other stakeholders to encourage a greater degree of citizenship and responsible, appropriate behavior among students. This policy provides a framework whereby individuals who choose to consume alcohol are encouraged to drink as responsible, safe adults, so that the UBC community can be a safe, healthy, and productive environment in which to work, live, learn, and have fun.

Policy:

It is the policy of the AMS to:

- promote responsible alcohol consumption on campus;
- encourage alternatives to consuming alcohol at licensed events;
- promote a safe and inclusive environment within the student community;
- inform AMS staff, students, and subsidiaries about procedures and safety precautions for licensed events; and
- to provide information to AMS staff, students, and subsidiaries regarding the legal issues surrounding alcohol consumption.

Furthermore, the AMS strives to engage with students and AMS subsidiaries in collaborative efforts to encourage safe and responsible alcohol use, and encourages other student groups to develop policies and training programs to guide licensed events held in non-SUB venues.

Procedures and Regulations:

The Student Administrative Commission (SAC) will be responsible for developing procedures under this policy, including:

- procedures regarding an Alcohol Training Program, designed to train and inform organizers of licensed events;
- regulations regarding security at licensed events in the Student Union Building (SUB);
- regulations regarding advertising in the SUB of licensed events; and
- any other procedures or regulations as determined by Council or SAC from time to time.

Procedures developed under this policy apply to all licensed events held in the SUB (irrespective of the event organizers) and all licensed events organized by the AMS or an AMS subsidiary (irrespective of the location of the event).

THE AMS HEALTH AND SAFETY POLICY

Passed: September 14, 2011

The AMS aims to provide a safe, healthy, and secure environment. All reasonable preventive measures are to be taken to avoid accidental injuries, occupational diseases, and risks to personal security. Compliance with the Workers' Compensation Act, WHMIS, and related legislation is the minimum standard acceptable. All managers and members of staff are encouraged to strive to exceed these minimum legal standards.

The AMS

It is the responsibility of the AMS, acting through the General Manager and the Safety Program Administrator, to:

- < provide a safe, healthy and secure working environment;
- < ensure regular inspections are made and take action as required to improve unsafe conditions;
- < ensure that health, safety, and personal security considerations form an integral part of the design, construction, purchase, and maintenance of all buildings, equipment, and work processes;
- < provide first aid facilities where appropriate;
- < support managers and the health and safety committee in the implementation of an effective health, safety, and security program;
- < ensure compliance with WorkSafe laws and regulations and other applicable legislation;
- < establish a health and safety committee;
- < communicate with the AMS community or affected groups about events or situations when potentially harmful conditions arise or are discovered;
- < ensure adequate resources are available to implement appropriate procedures.

Managers

It is the responsibility of managers to:

- < formulate specific safety rules and safe work procedures for their area of supervision;
- < ensure that all employees under their supervision are aware of safety practices and follow safety procedures;
- < provide training in the safe operation of equipment;
- < regularly inspect their areas for hazardous conditions;
- < promptly correct unsafe work practices and hazardous conditions;
- < be responsive to concerns expressed about personal security and investigate any accidents, incidents, or personal security concerns which have occurred in their area of responsibility;
- < report any accidents or incidents involving personal security to the appropriate AMS authority.

Members of Staff

It is the responsibility of members of staff to:

- < observe safety rules and procedures established by managers and the AMS;
- < be safety-conscious in all activities;
- < report as soon as possible any accident, injury, unsafe condition, insecure condition, or threats to personal security to a manager;
- < properly use and adequately care for personal protective equipment provided by the AMS.

INTERNAL POLICY ON RELATIONS WITH EXTERNAL ORGANIZATIONS

Approved Feb. 15, 2012

Whereas the AMS may from time to time be interested in joining external organizations; and

Whereas once in an organization, the AMS may want to alter its status within that organization or leave it altogether; and

Whereas some of these decisions may involve additional expenditures of AMS funds,

Therefore be it resolved that the following general principle be adopted as an AMS Internal Policy:

That any decision concerning an external organization that involves an ongoing increase in expenditures by the AMS shall require a Two-thirds (2/3) Resolution of Council to take effect.

For further clarity, this shall mean:

- 1) A decision to join an external organization shall require a Two-thirds (2/3) Resolution of Council to take effect, unless there is no charge involved in joining the organization, in which case an ordinary Resolution of Council (i.e., a simple majority) is all that shall be required.
- 2) A decision by AMS Council to alter the status of the AMS within an external organization so that the AMS would be required to pay a higher level of fees or otherwise increase AMS payments to the organization (for instance, a move from associate to full membership in an external organization) shall require a Two-thirds (2/3) Resolution of Council to take effect.
- 3) A decision by AMS Council to alter the status of the AMS within an external organization so that the AMS would pay the same or less than before (for instance, by moving from full to associate membership) shall require an ordinary Resolution of Council to take effect (i.e., a simple majority).
- 4) A decision by AMS Council to leave an external organization shall require an ordinary Resolution of Council to take effect, even if there is a one-time financial penalty for making this decision.

AMS POLICY ON EXPULSION FROM THE STUDENT UNION BUILDING
August 2, 2006
Revised February 2012

Preamble:

The Alma Mater Society (AMS) is committed to providing a Student Union Building environment that is safe, inclusive, and positive for all students, visitors, and employees. All members of the campus community and visitors to campus are welcome to use SUB facilities, but in return are expected to treat the building and other visitors with respect.

The AMS Mission Statement is our guiding principle:

“To improve the quality of the educational, social, and personal lives of the students of UBC.”

Policy:

It is AMS practice to allow members of the general public to use AMS services located in the Student Union Building (SUB), the public access computers, and the food service outlets, providing they respect and adhere to the rules set out in this policy and conduct themselves according to reasonable community standards of behaviour.

It is therefore understood that everyone who visits the SUB will do their part to contribute to this positive environment. To help establish this positive environment, all persons in the SUB are asked to respect community standards of behaviour and refrain from the following activities:

- Violence in any form (verbal, physical, or sexual) and harassment of any type (sexual or personal).
- Illegal activities, including but not limited to, theft, consumption of illegal drugs, consumption of alcohol outside of licensed areas, unauthorized gambling, vandalism and graffiti.
- Remaining in the building after closing time or entering restricted areas of the SUB unless authorized to do so.
- Removing or relocating items located in the SUB that are not lawfully that person's property.
- Storage of personal items anywhere in the SUB, unless such storage has been authorized by the Student Administrative Commission (SAC) .
- Using the SUB as a sleeping facility for extended periods of time. Occasional napping may be deemed acceptable.
- For health reasons, salvaging discarded food from garbage cans or bringing animals into the SUB (except for seeing eye/personal assistance dogs). This is due to the Department of Health regulations for facilities preparing and selling food
- For health reasons, being unclothed, or not wearing footwear at any time while in the SUB.
- Posting materials in areas other than the public bulletin boards unless authorized by SAC or its designates.
- Soliciting or selling any item or service inside the SUB or on the external plazas, except through the AMS or AMS-sanctioned fundraising events or as authorized by SAC or its designates.

- Using SUB washrooms as private bathing facilities.
- Smoking in any of the following locations:
 - o inside the SUB,
 - o within six (6) meters of any entryway, window, or air intake of the SUB,
 - o within six (6) meters of the perimeter of any food or liquor establishment in the SUB,
 - o in the SUB courtyard, on any SUB balcony, or on the patio of any food or liquor establishment in the SUB.
 - o anywhere inside the building (due to WCB regulations prohibiting the behavior).
- Viewing pornographic materials on the public access computer terminals.
- For the safety of the public, using rollerblades or skateboards in the SUB, or bringing bicycles inside the SUB.

The above list includes examples of what will be considered unwanted activity on the premises (UWAP). Other behaviours may be considered UWAP if they clearly detract from the quiet enjoyment of the SUB or affect the health and safety of other SUB patrons. When a UWAP occurs, the AMS reserves the right to implement the disciplinary measures set out in the SAC Policy on Expulsions from the Student Union Building.

Procedures and Regulations:

The Student Administrative Commission (SAC) will be responsible for developing disciplinary procedures under this policy, including:

- § procedures for warning individuals who are violating reasonable standards of behaviour;
- § procedures for expelling such individuals from the SUB;
- § procedures for creating appropriate documentation of incidents in which reasonable standards of behaviour were violated;
- § procedures for posting or distributing information concerning reasonable standards of behaviour; and
- § any other procedures or regulations as determined by AMS Council or SAC from time to time.

AMS SPONSORSHIP GUIDELINES

Approved October 24, 2012

Definition of Sponsorship

Sponsorship is a business relationship in which a Sponsor provides funds, resources or services to the AMS and in return receives some tangible or intangible rights and/or associations that may be to their commercial advantage. Sponsorship does not apply to day-to-day operations and transactions, including but not limited to commercial space bookings, advertising in the AMS publications, or the purchase and/or supply of goods and services, where the material value to each organization is considered equal.

Purpose of Sponsorship

The pursuit of sponsorship funding is to contribute to the improvement of student life by garnering external funds and resources not normally received in the day-to-day operations of the AMS. These funds shall be utilized to enhance the provision of services and extra-curricular programming by the AMS.

The following sponsorship guidelines are designed to:

1. Increase awareness within the AMS of the potential benefits and disadvantages of sponsorship.
2. Remove existing ambiguities as to acceptable and unacceptable provisions within sponsorship agreements in order to create a consistent approach to sponsorship.
3. Ensure sponsorship agreements are consistent with the Respectful Environment Policy of UBC as well as the goals and mission statement of the Society.

Scope of Sponsorship

As Sponsorship ultimately reflects on the whole of the AMS, it is anticipated that all AMS businesses, clubs, constituencies and resource groups will use these guidelines when negotiating and accepting sponsorship proposals.

Sponsorship Guidelines

1.1 Sponsorship Packages

- 1.2 The AMS will develop a sponsorship package for Sponsors outlining the potential commercial value of AMS services, events and business operations. The package and the valuation of AMS services, events, programming and business operations will be devised in consultation with appropriate staff members.

2.0 Exclusivity

- 2.1 The AMS will not offer exclusive rights to a single corporation to sponsor all events for a given year. The AMS may grant exclusive representation to a sponsor on an event by event basis.

3.0 Reputation Considerations and a Respectful Environment

- 3.1 All sponsorship contracts shall include a provision for adherence to the Society's reputation guidelines. In the event that evidence becomes apparent of the sponsor's failure to adhere to said guidelines, the AMS retains the right to amend or withdraw from the agreement and provide written notice to that effect.
- 3.2 All Sponsors and Sponsorship materials must be from reputable companies or organizations.

4.0 Promotion and Advertising

- 4.1 Sponsors will be permitted to put logos on posters advertising events they are sponsoring. The posters will be of AMS design with sponsor logos being provided by the sponsor.
- 4.2 The Director, Services may grant special permission for a sponsor to use its own posters and promotional material for advertising.
- 4.3 The most significant exposure that will be offered to a sponsor is a co-billing arrangement in which the name of the sponsor will be subsidiary to the name of the AMS, which will act as the lead presenter in all cases.
- 4.4 Preferred positioning and/or increased size of a sponsor's logos will be offered if the content of the agreement justifies it insofar as the sponsoring company's offer is significantly generous to warrant such exposure.
- 4.5 All sponsorship contracts shall acknowledge that the AMS retains the right of final approval on all promotional material, messages and content.

5.0 Sponsorship Finances

- 5.1 For accountability and transparency purposes, all monies earned from sponsorship contracts shall be deposited in to their respective sponsorship revenue line items for allocation and disbursement.
- 5.2 Any AMS department whose services and/or resources are included in a negotiated sponsorship contract shall be compensated from monies arising from said contract. The Director, Services shall determine the value of the compensation for services rendered and/or resources used.
- 5.3 The Budget Committee will allocate surplus or unassigned sponsorship monies throughout the Society as it sees fit. Sponsorship revenue will be allocated to a specific service, event or department if such allocation is a provision of a sponsorship contract for the purpose of significantly improving the event or service.
- 5.4 AMS services and departments may request a portion of the Society's surplus or unassigned sponsorship revenue for specific projects and initiatives through the submission of a proposal to the Budget Committee.

6.0 Sponsorship Approval Process

- 6.1 The Events and/or Communications Manager are entrusted with developing potential sponsorship interest and the initial review and negotiation of sponsorship contracts. More complicated sponsorship applications may be brought to the Student Life and Communications Committee for further consideration prior to submission to the President. If necessary under the provisions of paragraph 6.4 below, the contract shall also be sent to Council. After approval by the President and/or Council, a sponsorship contract shall be signed by two Society signing officers, in accordance with Code Section IX B, Article 9.
- 6.2 Sponsorship contracts shall not be entered into if such contracts directly compete with existing AMS businesses.
- 6.3 All sponsorship contracts shall be submitted to Council for approval by a Two--Thirds (2/3) Resolution if they result in any of the following:
- (i) a strategic or far---reaching agreement with the University;
 - (ii) a contract in excess of two (2) years in duration; or
 - (iii) any other consequences that should reasonably be brought to Council's attention.

7.0 Reporting

- 7.1 The Director, Services will update the Executive Committee on a regular basis and inform it of sponsorship developments as well as progress in sponsorship negotiations.

Respectful Environment Policy

Approved Date: January 22, 2014

1. Purpose

The purpose of this policy is to affirm the commitment of the UBC Vancouver Alma Mater Society (AMS) to an environment in which all individuals are treated with respect and dignity.

The AMS prohibits and will not tolerate discrimination, harassment (including sexual harassment) and/or bullying, and will make every reasonable effort to ensure that the people who work for it and to whom it provides services, as well as those who join its clubs, are not subjected to discrimination, harassment or bullying.

2. Scope

This policy applies to everyone who provides services to the AMS (employees, volunteers and appointees).

This policy applies to everyone to whom the AMS provides services (including: members of AMS clubs, members of AMS resource groups, customers and members of AMS Constituencies).

Situations covered by this policy include all work-related activities as well as interactions with third parties such as suppliers, service and delivery personnel, members, and the public at large.

3. Definitions

“Bullying and Harassment” means any inappropriate conduct or comment by a person towards another person that the first person knew or reasonably ought to have known would cause the second person to be humiliated or intimidated, but with respect to employees, volunteers and appointees excludes any reasonable action taken by a manager relating to management and/or direction, or the place of employment. Although bullying and harassment typically refer to a series of incidents, a single serious incident may constitute bullying and harassment.

“Complainant” means the individual filing a complaint.

“Discrimination” means making a distinction, whether intentional or not, based on enumerated grounds, relating to personal characteristics of an individual or group, which has the effect of imposing burdens, obligations, or disadvantages on such individual or group not imposed upon others.

“Enumerated grounds” means: race, colour, age, ancestry, citizenship, creed, national or ethnic origin, sex (including pregnancy), religion, marital status, family status, disability (physical and mental), sexual orientation, gender identity, union membership, and criminal conviction unrelated to employment.

“Respondent” means the individual against whom a complaint is filed.

4. Examples of bullying and harassment

Examples of personal bullying and harassment encompassed by this policy are:

- Insults or verbal aggression, such as yelling, swearing, name-calling, and intentional humiliation.
- Multiple or destructive “pranks” or “practical jokes” directed towards an individual, or targeted group of individuals, including harmful hazing or initiation practices.
- Vandalizing or otherwise damaging or defiling personal belongings, work area or work product.
- Social isolation, ignoring an individual or unwarranted exclusion from organized team building activities.
- Spreading malicious rumours (regardless of whether they are believed to be true).

5. Examples of bullying and harassment based on grounds of discrimination

Sexual harassment is a form of discrimination based on sex or sexual orientation. Examples include:

- Making or threatening reprisals after a negative response to sexual advances.
- Making unwelcome sexual advances, propositions, flirtations or repeated unwelcome requests for or efforts to make social contact, including asking questions about sexual conduct or sexual orientation or spreading rumours about such information.
- Making comments about an individual’s body, sexual prowess, sexual orientation or sexual deficiencies or using sexually degrading or vulgar words to describe an individual or making derogatory sexual comments.
- Displaying or distributing sexually suggestive or gender-based objects, pictures, posters, cartoons, letters, or e-mails.

Other examples of harassment and bullying on the basis of noted grounds of discrimination include:

- Offensive jokes related to race or nationality.
- Racial slurs or commentary.
- Display of literature or materials that promotes the supremacy of one race or ethnic group.

6. Zero Tolerance

The AMS has a zero tolerance policy towards any form of discrimination, harassment or bullying. Individuals covered by this policy who engage in discrimination, harassment or bullying are in violation of this policy and will be subject to disciplinary or corrective action, as set out below.

7. Retaliation Prohibited

The AMS prohibits retaliation against any individual who reports discrimination, harassment or bullying or participates in an investigation of such reports. Retaliation against an individual for reporting discrimination, harassment or bullying or for participating in an investigation of a claim of discrimination, harassment or bullying is a serious violation of this policy and, like harassment itself, will be subject to corrective action, as set out below.

8. Reporting an Incident of Discrimination, Harassment, or Bullying

The AMS will make every reasonable effort to ensure that no one is subject to discrimination, harassment, or bullying.

Who should report an incident?

It is essential, in supporting this policy, that every person to whom this policy applies immediately act upon becoming aware of any discrimination, harassment or bullying.

How do you report an incident?

AMS encourages people within the scope of this policy to address any conduct that they consider to be inappropriate or unwelcome in an informal manner by advising the individual of the concern and asking them to stop. A person approached in this manner should immediately stop the offending conduct or comments.

If that approach is not successful or appropriate and a person feels that he or she has been the victim of bullying, harassment or discrimination, or witnesses conduct that they believe is bullying, harassment or discrimination, the person must report this as follows:

- If the respondent is an AMS employee, the report should be to their direct manager.
- If the respondent is participating in a club or resource group, the report should be to a member of the club or resource group executive.
- If the respondent is participating in a constituency, the report should be to a member of the constituency executive.
- If the respondent is participating in a committee, the report should be to the chair of the committee.

If the complaints concerns the individual(s) to whom it would otherwise be submitted, it may be reported as follows:

- If the respondent is an AMS employee, the report should be to a member of the human resources department.
- If the respondent is participating in a club or resource group, the report should be to the SAC vice chair or the VP Administration.
- If the respondent is participating in a constituency, the report should be to the SAC vice chair or the VP Administration.
- If the respondent is participating in a committee, the report should be to the chair of the Oversight Committee.

A complaint of discrimination, harassment or bullying may be made orally or in writing. A complaint should be made as soon as possible after the incident.

If you witness or are aware of an incident of discrimination, harassment or bullying you should contact the appropriate person as set out above.

9. Investigation Process

All complaints of discrimination, harassment, bullying or retaliation will be taken seriously and will be subject to an informal or formal process. The individual to whom an incident is

reported shall determine which process is more appropriate, and shall allow the complainant an opportunity to submit a request that the formal process be again considered should they be unsatisfied with the informal process after its completion. A request for reconsideration shall be lodged with the individual to whom an incident was initially reported but shall be decided on by the human resources department. Should the formal process be decided upon at any point, the human resources department shall be notified immediately.

The Informal Process:

- When will the informal process occur?

The AMS will follow the informal process when the facts suggest the discrimination, harassment or bullying is relatively minor, out-of-character, or a single event.

The informal process is for complaints that can be resolved without discipline (i.e. the appropriate response is remedial, not disciplinary).

- How will the informal process occur?

The informal process usually will involve discussions with both the complainant and the respondent in an attempt to mediate a resolution. The informal process is largely oral and, as the name suggests, informal.

All parties involved may contact the AMS Ombuds office to mediate the complaint.

- What is the role of the complainant?

The complainant must report the discrimination, harassment or bullying and actively participate in the informal process toward resolving the complaint.

- What is the role of the respondent?

The respondent must actively participate in the informal process toward resolving the complaint. The respondent is strictly prohibited from retaliating.

- What is the role of other persons?

Usually other people will not have a role in the informal process. Occasionally, the person charged with managing the informal process may need to speak to another person who was a witness to the discrimination, harassment or bullying to get additional facts or a perspective to assist with resolution. In those circumstances, the other person should actively participate in the informal process toward resolving the complaint.

- Who is charged with managing the informal process?

The person charged with managing the informal process shall be the individual with whom a complaint is filed.

- What is the role of the person charged with managing the informal process?

The person charged with managing the informal process will attempt to mediate an informal resolution to the complaint. The purpose of the resolution is remedial to restore harmony; it is not to sanction or punish.

The person charged with managing the informal process will create a written record with respect to the informal process including: [a] the nature of the complaint; [b] the identity of the complainant; [c] the identity of the respondent; [d] the identity of any other person involved; and [e] the outcome of the informal process.

- What is time frame for the informal process?

The person charged with managing the informal process will attempt to complete the informal process within two weeks of the complainant bringing forward the complaint. If additional time is required, the person charged with managing the informal process will provide the complainant and respondent notice as to how much additional time is required and the reasons that time is required.

The Formal Process:

- When will the formal process occur?

The AMS will follow the formal process for all complaints of discrimination, harassment or bullying for which the informal process is not initially or subsequently deemed appropriate.

- How will the formal process occur?

The formal process involves: [a] written submissions; [b] interviews and investigation; and [c] a written decision.

- What is the role of the complainant?

The complainant must report the discrimination, harassment or bullying and actively participate in the formal process. To begin the formal process, the complainant will be required to complete a written statement that provides: [a] a detailed account of the incident being investigated; [b] any supporting documentation; [c] names of witnesses, if applicable; and [d] the remedy being sought (i.e. how the complainant would like to see the complaint resolved).

- What is the role of the respondent?

The respondent must actively participate in the formal process. The respondent will be provided details of the complaint and asked to respond by way of a written statement. The respondent's written statement should also include: [a] a detailed account of the incident being investigated; [b] any supporting documentation; and [c] names of witnesses, if applicable.

- What is the role of other persons?

People who are identified as witnesses of the discrimination, harassment or bullying should actively participate in the formal process. A person may be asked to submit a written statement that includes: [a] a detailed account of the incident being investigated; [b] any supporting documentation; and [c] names of further witnesses, if applicable.

- Who is charged with conducting the investigation?

The person charged with conducting the investigation will be a member of the human resources department or a designate thereof when appropriate.

- What is the role of the person charged with conducting the investigation?

The person charged with conducting the investigation will collect the written statements and review the evidence set out therein.

The person charged with conducting the investigation will then interview all parties. The interview process will provide an opportunity to substantiate the written submissions and refute points raised by the other party.

Following the interview process, the person charged with conducting the investigation will

consider all the available evidence and consult as required with other parties, and outside experts to reach a decision.

The person charged with conducting the investigation will render a written decision. The written decision will include: including: [a] the nature of the complaint; [b] the identity of the complainant; [c] the identity of the respondent; [d] the identity of any other person involved; [e] the evidence considered and findings of fact made; [f] the reasoning behind the decision; and [g] the recommended response to the complaint. Both the complainant and respondent will receive written notice of when a decision is reached.

- What is time frame for the formal process?

The complainant should provide a written statement within 14 days of making the complaint.

The respondent should provide a written statement within 14 days of being advised of the particulars of the complaint.

Other people should provide written statements within 14 days of being requested to provide those statements.

The person charged with conducting the investigation should complete interviews within 21 days of receiving the written statements.

The person charged with conducting the investigation should produce a written decision within 21 days of completing the interviews.

If additional time is required at any stage of the formal process, the person charged with conducting the investigation will provide the complainant and respondent notice as to how much additional time is required and the reasons that time is required.

The AMS reserves the right to engage professional third parties to assist with or conduct the investigation process, and the AMS may also involve legal counsel.

- What is the role of the Ombuds Office in the formal process?

All parties may consult with the AMS Ombuds office as a resource throughout this process.

10. Other Roles for the Ombuds Office

Members of the AMS, or those with concerns relating to a member of the AMS or to an AMS sanctioned program, event or activity, may also consult with the AMS Ombuds Office for information, advice, support and referrals relating to matters of discrimination, harassment or bullying.

11. Confidentiality

A complainant has the right to ask that his or her reporting of a complaint be kept confidential. The AMS will not disclose the name of the complainant to any person except where disclosure is necessary for the purposes of investigating the complaint or taking responsive measures in relation thereto.

All reports, records and decisions produced through the investigation process are treated as containing confidential and personal information and are subject to the AMS' policies relating to the use and non-disclosure of such information.

12. Corrective Action

Depending on the circumstances, the AMS may do one or more of the following where

discrimination, harassment or bullying is substantiated:

Where the respondent is an AMS employee or volunteer:

- a. Make a note of the incident on the individual's record;
- b. Provide the person a verbal warning;
- c. Provide the person a written warning;
- d. Require the person to attend training;
- e. Require that the person attend counselling;
- f. Transfer the person, either laterally or through demotion;
- g. Suspend the person with or without pay; and/or
 - h. Terminate the employee's employment or the volunteer's or appointee's services. Where the respondent is a service recipient or service provider to AMS:
- i. Make a note of the incident on the individual's record;
- j. Provide the person a verbal warning;
- k. Provide the person a written warning;
- l. Require that the person attend counselling as a precondition to continued access to or provision of AMS services;
- m. Ban the person from receiving or delivering AMS services;
- n. Ban the person from AMS property.

13. Vexatious, Trivial, Frivolous, and Bad Faith Complaints

Complaints which are made in bad faith and are vexatious, trivial, or frivolous in nature will be subject to appropriate disciplinary or corrective action by the AMS and may result in penalties as described above.

14. AMS Rights

Modification of Investigation Process: The human resources department has the right to leave out, consolidate or amend any or all stages of the Investigation Process where it considers it appropriate to do so.

Modification of Policy: This policy may be changed or amended by AMS Council from time to time.

15. Other Rights and Responsibilities

Nothing in this policy replaces any other legal rights a person may have.