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For terms in frequent use in Douglas College policy (e.g., terms found across several policies, such as “College Community”), please use the preferred/standard definition, available in the Concordance of Standard Definitions for Administration Policies (on Teams), to avoid inconsistencies, contradictions and/or confusion. If unsure about the aptness of a definition, or if circumstances require adapting the standard one, please consult the PO or EA, CG.

Definitions are warranted and should be included in a policy for any term of art (i.e., a term with special meaning within the College or in a given field), and for any unfamiliar or technical term used in a policy.

- x *List defined terms in alphabetical order (do not number)*
- x ***Bold** the term being defined, and Capitalize principal words (nouns, verbs, adjectives and adverbs), followed by a colon (see examples below)*
- x *Begin the definition with a Capital letter*
- x *Use phrases, rather than complete sentences*



Policy statements may contain principles that set standards (including legal or regulatory requirements), determine a course of action or assign high-level roles and responsibilities.

A statement about consequences for non-compliance or non-enforcement should also be included.

Examples:

1. The Douglas College Director, Facilities and Ancillary Services and/or Director, Safety, Security and Risk Management will conduct a risk assessment prior to making the decision to close the College. Decisions to close each campus may be made separately and may affect each campus differently.
2. If a College closure is announced, employees who are scheduled to work are not required to report to work, unless designated as Required Services Personnel. Required Services Personnel are expected to come to work, or remain at work, provided it is safe for them to do so and a safe working environment exists.

Procedures outline the steps people are expected to take in order to implement a policy; a protocol

is a set of instructions that describe the steps to be followed to achieve a specific objective.



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Where a more comprehensive, detailed set of procedures needs to be available to stakeholders other than (or in addition to) College employees, such procedures should not to be included in policy but



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- x Do not identify specific provisions or Article numbers (to minimize need for updating)
- x If none, enter N/A.

Example:

- x Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)

(Note: the link embedded is <https://www.psea.bc.ca/collective-bargaining/collective-agreements>)