

Policy Number:ADMIN 122	Policy Title: Animals on Campus
Supersedes Existing Policy: Yes	Policy Sponsor:
Associated Procedure: Yes	Policy Owner:
Next Review Date: Month/Year	Date Last Approved by the CET: Month/Day/Year

### 1. Purpose

*Explain why the policy exists, which may include background information (e.g., why the policy was needed and developed, the behaviours/issues it seeks to address, sets out the objectives and what the policy intends to accomplish).*

### 2. Application

*State who the policy applies to (i.e., identify the stakeholders/college community members who are governed or effected by the policy). For example, "This policy applies to all students travelling internationally on College-approved international activities."*

### 3. Definitions

*Include the definition of words/terms found within the policy that may assist the reader in understanding the policy and its application. Avoid defining "the College" or "students" unless these definitions have direct bearing on the policy. The following format should be followed.*

**Agency Code of Conduct (ACC).** This code outlines the principles and standards that all agencies accept and observe when acting on behalf of Loyalist College.

### 4. Policy

*A clear and concise statement of the policy. This section should not include procedures. It may include sub-headings such as roles and responsibilities, exceptions etc. to facilitate quick reference.*

**Example:** *Loyalist College is committed to fostering a caring culture in which every College community member may work and learn in an environment of mutual respect for the dignity and worth of each person. In such an environment, free from harassment and discrimination, each person will have the opportunity to contribute fully to Loyalist College's mission and vision and each person's contribution will be respected. We will act in accordance with our guiding values which include respect, integrity and transparency.*

*Loyalist College will promote education, increased awareness and prompt action as the most effective mechanisms for preventing harassment and discrimination as defined in this policy and will not tolerate or condone harassment or discrimination should it occur.*

#### 4.1 Subsection

*Include subsections to a policy as needed to break down issues.*

## **5. Additional Titles/Sections**

*Include additional titles/sections to a policy as needed.*

## **6. Related Documents**

*This section lists related procedures and supporting appendices. When policies are being reviewed, the related documents or links should be checked to ensure that they are still valid. When referencing other College policies or procedures, the following format should be followed:*

- *Prefix Number Title (for example, ADMIN 100 Developing Policies and Procedures)*

## **7. References**

List any legislation/policies or directives that have been referenced, for example:

- *Broader Public Sector Accountability Act, 2010*
- *Ontario Colleges of Applied Arts and Technology Act, 2002*