

Request 102577 2023

The appropriate policy is 04.10.01 – Ethical conduct and I have attached a copy of the policy. The policy defines that each employee is responsible for

- **personal and professional integrity,**
- **respect for persons,**
- **accountability,**
- **fairness and sound judgment, and**
- **mutual respect for diversity**

Using vehicles for personal use, would be a violation of ‘personal and professional integrity’, ‘accountability’ and ‘fairness and sound judgement’.

There is a separate section relating specifically to Company vehicles under Section 3) Procedures and then sub section 20)

**20) Vehicles: College vehicle should be used for official business of the institution.**

Using a vehicle for personal business would clearly be in violation of this policy.

There aren't departmental vehicles, we have 2 vehicles, an open backed truck and a van which are available for any departments when needed. The truck is a Ford F150 and the van is a Toyota. If you have any evidence that a vehicle is being used inappropriately you are urged to please supply that information so that the matter can be investigated. Thank you”