

## **[EL01] General Executive Constraints**

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The CEO will not cause or allow any practice, activity, decision, or organizational circumstance, which is either illegal, imprudent, or in violation of commonly accepted business and professional ethics.

1. With respect to interactions with clients, or those applying to be clients, the CEO will not cause or allow any conditions, procedures, or decisions which are unsafe, disrespectful, unduly undignified, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy. The CEO will not fail to communicate with clients about the activities and services offered.
2. Dealings with staff and volunteers will not be inhumane, unfair, or undignified.
3. Budgeting any fiscal period, or the remaining part of any fiscal period, will not deviate materially from Board *ENDS* priorities, risk financial jeopardy, or fail to be derived from a five (5) year plan.
4. Actual financial conditions at any time will not incur fiscal jeopardy or compromise Board *ENDS* priorities.
5. There may be no fewer than two other executives familiar and informed of Board and CEO issues and processes.
6. The CEO will not fail to have a lean and efficient executive-level management structure focused on long-term planning and operational oversight.
7. The CEO will not fail to maximize the use of SA facilities and resources in order to optimize the student life experience.
8. Information and advice to the Board will have no significant gaps in either timeliness, completeness, or accuracy.
9. Assets may not be unprotected, inadequately maintained, or unnecessarily risked.
10. Compensation and benefits for employees, consultants, contract workers, and volunteers will not cause jeopardy to fiscal integrity or public image.
11. Construction or renovation will not deviate materially from Board *ENDS* or compromise Board *ENDS* priorities.

12. The CEO may not finalize a collective agreement or employment contract without legal advice.
13. The CEO will not fail to apply progressive discipline to any staff member for a violation of Board policy.
14. The Board will not be uninformed.
15. The CEO will not process any governance expense not specifically identified in the current year's approved budget.
16. The CEO will not deviate from the official Algonquin College colours for all SA corporate and Athletics branding, including word marks.
17. The CEO will not allow the organization to be without a sustainability plan, nor allow services to be offered through means in conflict with sustainability philosophy as expressed in *ENDS*.
18. The CEO will not fail to initiate a request for proposal (RFP) for the Student Health and Dental Plan at least once in every five (5) year period, and in accordance with the compulsory ancillary fees protocol.
  - (1) This RFP will not fail to include, at minimum:
    - (1.1) Contraception,
    - (1.2) Vision,
    - (1.3) Mental Health, and
    - (1.4) Paramedical Care.
  - (2) This plan will not fail to allow opt-in for:
    - (2.1) International students
    - (2.2) Spouses & Dependent Child or Children
  - (3) The RFP committee will not fail to include:
    - (3.1) Three (3) Directors and three (3) staff members, and
    - (3.2) An external procurement professional.

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