

Approvals and Signatures During COVID-19 Pandemic

Classification Governance	Table of Contents 1 Purpose 1 2 Scope 1 3 Definitions 1 4 Process 2 5 Appendices 3 6 Parent Policy..... 3 7 Related Policies 3 8 Related Procedures 3 9 Related Operating Standards 3 10 Related Guidelines/Forms 3 11 Related Information 3 12 References..... 3 13 History 3
Approval Authority Vice-President (Finance and Services) General Counsel	
Implementation Authority Vice-President (Finance and Services) General Counsel	
Effective Date March 27, 2020	
Last Revision	

- 1 Purpose** The purpose of this Operating Standard is to establish a process for alternate methods for obtaining approvals and signatures, necessitated by the special working environment due to the COVID-19 pandemic.
- 2 Scope** This Operating Standard applies to University employees who need to approve or sign internal or external documents.
- 3 Definitions** In this Operating Standard
- a) “Internal Approvers” means University employees whose approval is required for a University Signatory to sign a document.
 - b) “Authorized User” means a University employee authorized by the Vice-President (Finance and Services) or General Counsel to use a DocuSign license for signing documents.
 - c) “Signatory” means the President, Vice-Presidents, and General Counsel or their delegates as determined in accordance with the Delegation of Authority policy.

4 Process

Process for Obtaining Approvals and Signatures

- 4.1 Internal Approvers can demonstrate approval of a document either by signing a hard copy document and scanning it, by affixing a scan of their wet ink signature on the document, or by an email expressly stating that the email constitutes their approval.
- 4.2 A Signatory can demonstrate their signature on a document either by signing a hard copy document and scanning it, by affixing a scan of their wet ink signature on the document, or by an email expressly stating that the email constitutes their signature.
- 4.3 For 4.1 and 4.2, the following processes must be observed:
 - a) For approval or signing a hard copy document and scanning it, the fully signed document must be retained as proof of approval and signature.
 - b) For approval and signing by affixing a scan of a wet ink signature on the document, the email authorizing the signature to be affixed must be retained with the document as proof of approval and signature.
 - c) For approval and signing by an email expressly stating that the email constitutes approval or signature, the email authorization and the document must be retained as proof of approval and signature.

Process for Use of DocuSign

- 4.4 Authorized Users will be allowed to use DocuSign in place of wet ink for signing of important, time sensitive documents with external parties where a scanned signature from the Signatory cannot be obtained and an email from the Signatory is not acceptable to the external party.
- 4.5 Five DocuSign licenses will be obtained - three for Supply Chain Management and two for Legal Services. The Authorized Users will be University employees with existing responsibility for routing documents for signature.
- 4.6 Supply Chain Management (SCM) will triage and expedite documents appropriate for DocuSign that are within the mandate of SCM. Criteria for use of DocuSign will include documents that are urgent, high priority and important and cannot be executed through any other means currently approved by the University. Once all internal approvals have been obtained using the process in 4.1, the document will be routed to the appropriate Signatory for signing.
- 4.7 Legal Services will triage and expedite documents on behalf of faculties and business units that are not within the mandate of SCM, including, but not limited to, Advancement, Facilities, Provost's Office, Research (Cumming School of Medicine and Research Services). Criteria for use of DocuSign will include documents that are urgent, high priority and important and cannot be executed through any other means currently approved by the University. Once all internal approvals have been obtained using the process in 4.1, the document will be routed to the appropriate Signatory for signing.
- 4.8 The signed document, the DocuSign link, and the DocuSign certificate must be retained together.
- 4.9 Use of DocuSign will be reviewed one month after implementation. Adjustments may be made depending on volume and type of documents. Any changes will be documented in revisions to this Operating Standard.

5	Appendices	List of Authorized Users
6	Parent Policy	N/A
7	Related Policies	Delegation of Authority
8	Related Procedures	N/A
9	Related Operating Standards	N/A
10	Related Guidelines/Forms	N/A
11	Related Information	N/A
12	References	N/A
13	History	<i>Approved: March 27, 2020</i> <i>Effective: March 27, 2020</i>

Appendix 1

Authorized DocuSign User	Unit	Appointment Authority
John Morrison	Supply Chain Management	Vice-President (Finance and Services)
Vivian Mizera	Supply Chain Management	Vice-President (Finance and Services)
Rita Neogy	Supply Chain Management	Vice-President (Finance and Services)
Tammy Faas	Legal Services	General Counsel
Venetia Bancroft	Legal Services	General Counsel