

## **POLICY STATEMENT**

Glenbow College is founded on to have a sustainable positive and dynamic learning and working environment within its diverse College community. Actions of by all of the College community are expected to exemplify the college values of excellence, accountability, respect, integrity, and trust.

While engaged in the College activities, the College students and the non-student body must forbid from actions that:

- Limits the reasonable freedom of other persons “acceptable” activities, academic or non-academic, in the College.
- Is apparent to be harassing or discriminating against any member of the College environment.
- Affect the operation of the College or causes damage to College property, environment or nature.
- Is violent or threatening to anyone.

This document provides the detailed procedure to put into practice the Code of Conduct policy.

## **PURPOSE**

This policy provides a framework to ensure that the College operates in a safe, comfortable, consistent and equitable manner with zero tolerance to any kind of unacceptable behavior and harassments.

## **SCOPE**

This policy applies to all learners and to Glenbow College employee and contractors to maintain a safe, respectful, friendly and proper educational service environment and regardless of location, including College authorized events at any location, or learning modality (such as traditional, distance, on-line, practicum, work placement).

## **PRINCIPLE**

Everyone at Glenbow College are expected to act per the Code of Conduct policy or better.

The College will ensure that the Code of Conduct Policy and Procedure are made available and accessible to all through appropriate communication. It is the College's responsibility to ensure that all policy inquiries and complaints are investigated in a thorough and consistent manner while maintaining the confidentiality of students conduct records in accordance with College policy and procedure.

The Code of Conduct Policy is proposed to address authentic allegations of perceived misbehavior. Claims that appear to be malicious in nature will be addressed according to College policy and procedure.

## **PROCEDURE**

Consider the following as the general guidelines to practice the Code of Conduct situation:

- If, Code of Conduct contraventions, occurs it is expected that employees or students will take steps to mediate rather than do nothing while, at the same time, ensuring their own safety. The least expectations will be the employees or students must inform security or nearest supervisor at the earliest possible time.
- Formal answer, resulting from the compliance of a Code of Conduct Report shall normally commence within five (5) business days of receipt and shall be expeditiously actioned.

- Anyone at Glenbow College who feels they may have a Code of Conduct concern about another person may contact their instructor, the College Board or any other college employee for advice.
- In any occasion where an employee is unsure of the steps to take to address a code of conduct concern, at minimum, they should report to their direct supervisor. This will enable to have an informal written record of any isolated incidents that may be seen as minor incidents with the same individual over time.
- An individual who has been named in a conduct complaint who withdraws from studies or leave the College will continue to be subject to the process of investigation and decision, including the determination and communication of sanctions.
- Accusations of inappropriate conduct on the part of a student that fall within the parameters of other Glenbow College policies shall also be referred to the Responsible College Officers to be dealt with in accordance with these policies.
- If an individual is found to be in violation of other Glenbow College policies or applicable legislation, the person may be sanctioned by any or all policies or legislation.
- Accusations of misconduct that seem malicious in nature will be reported to the appropriate College body for disciplinary actions.
- Policy and Procedure as well as other related Bow Valley College Policies.
- In the event that a matter involves a student and an employee, the Director, Human Resources and the College Board will consult and determine the suitable jurisdiction and procedure.

The response/reporting can be made per the outlines below:

**Informal Response** is the suggested first step in the procedure of action for relatively minor occurrences of misconduct such as, student using inappropriate language or gestures, yelling, etc. This includes, not limited, initial and informal statements or requests that are commonly used to request that a particular behavior stop or change.

- If safe to do so, after assessing the personal and others safety, approach the person who is not following the Code of Conduct Policy and identify yourself. \
- If safety is, concern than report the behavior to security or nearest supervisor immediately.
- Recognize the behavior that is contrary to the Code of Conduct Policy and ask for appropriate behavioral change by using language and voice tone that is respectful, describes the current behavior, asks for behavior change in a reasonable time frame and may outline consequences if appropriate.
- Though it is information but it is mandatory to document (i.e., email summary or department spreadsheet) of events and the informal responses that have occurred. Documentation should note, as minimum, the date(s) of events and interventions and use language that is behaviorally descriptive.

**Formal Response** shall be used for behavior that contradicts the Code of Conduct Policy and has persisted despite requests to stop such as, not limited to, multiple incidents of yelling at instructor even after given verbal warning or that is more serious in nature such as, not limited to, threat of violence, physical altercation, unwanted sexual advances.

- In addition to taking initial Informal step, a Code of Conduct Report must be completed and forwarded to the appropriate college officer/administrator to be review and act up on a timely manner.

**Actions** to a complain/report to a formal complaint will vary based on the circumstances, complexity and the severity of the matter, with the following two main action types.

**First Action** will be considered when the Code of Conduct complaint is clear in nature and regardless of severity; the reports will be directed as follows:

- For Applicants, the will be directed to the appropriate officer/administrator of enrolment services and registrar.

- For Registered Students, the report will be directed to the appropriate Program Coordinator of the program in which the student is enrolled.
- The appropriate college representative will meet with the individual(s) involved and gather necessary information to determine appropriate interventions.
- The designated personnel should consult with the Director, prior to any action, regarding the details and recommendations for appropriate interventions.
- The conduct documentation and decision of the Registrar/Coordinator will be reviewed by the proper Director and other officials where applicable. Through anonymous decision, the College may outline additional sanctions or recommend actions under the complex response involving the use of an investigation committee as deemed appropriate.

**Main Action** in the case that the complaint/situation is severe or complex in nature such as violations that occur across several departments or areas; conflicting reports; ambiguous details and more, the College may deem a formal investigation necessary.

- In this situation, a committee will be formed that represents a cross-section of the College community and must include the a Director as Chair, the Occupational Health and Safety Specialist and two other Dean/Director level personnel who are not implicated within the complaint. If the complaint involves an applicant, the Director related to Enrolment Services and Registrar will serve as one of the committee members. Where necessary Human Resources representative must be present.
- Committee members must ensure neutrality and capacity to evaluate the Code of Conduct reports/complaints and other supporting documentation.
- The Committee will review, with in a specific time frame, applicable conduct reports as well as supporting documentation to decide recommendations for actions.
- All the Committee members may not be needed to be present at the interviews with complainant(s), respondent(s), and witness(s).

- The Committee will deliver a, detailed, written report back to the Chair with recommendations for interventions/sanctions.

## **Sanctions**

Failure to comply with the Code of Conduct Policy may result in a range of one or more disciplinary actions or sanctions not limited to those listed below:

- Verbal warning can be delivered by any member of the Glenbow College community including students, front line employees, supervisors/Program Coordinators, etc.
- Written warning can be delivered by supervisor/Program Coordinator or higher as designated by the College.
- Dismissal from a classroom or facility can be delivered by instructor, supervisor or higher in an instance where behaviour poses an imminent safety or disruptive concern. On-Campus or external security support may be sought to enforce this sanction.
- Suspension can be enforced for a specified period of time or pending investigation by a Program Coordinator or higher.
- Withdrawal of a student from studies for specified period of time may be asked for..
- Refusal of service: Access to auxiliary services, apart from classroom/instructional activities, including but not limited to food services, Registrarial services, Learner Services, library services, parking services, bookstore services, etc, may be fully or partially restricted or refused, for a designated period of time by supervisor or higher.
- Payment of fine/restitution will be determined by the College Board.
- Banning access to the College refers to physical restriction that extends beyond the immediate removal from a space or classroom due to imminent safety risk or disruption. When anyone (student or not) is demonstrating behavior that is seen to be a safety risk, in addition to other sanctions, they may be restricted or banned from any or all Glenbow College premises or locations during or as a final result of a Code of Conduct

investigation. Any banned or limited of such extend can only be authorized by the Glenbow College Board.

- At an unfortunate situations involvement of police or courts may be called by any member of the College community. Victims of misconduct reserve the right to involve police or court.

## **Communication**

If mediation involves more than verbal warning the designated personnel must notify the person in concern of the interventions/sanctions in writing. All communications must be done in writing involving all the concern parties. Formal communications of decisions/sanctions to complainant(s) and respondent(s) will be supervised by the Responsible Officer to review clarity, reliability and adherence to the Code of Conduct Policy.

## **Documentation**

All Code of Conduct Reports, supporting documentation and written communications will be submitted to the appropriate Director of the College for review and record in a secure conduct. The student's Permanent Academic Record and the non-student's college record will have a notation that indicates the existence of such a conduct record.

Students who have been suspended, or denied admission for disciplinary reasons may have this documented on their academic transcript or other academic records in accordance with College policy. Reports/documentation will be saved confidential to the degree allowed by law and in accordance with the Glenbow College policies.

## Appeals

Final decisions related to the Code of Conduct Policy can be appealed through the Appeal Policy. The appeal will be taken in consideration when new relevant information becomes available which was not presented during the appeals process or if the appeals policy has allegedly not been followed.

## TERMS

**College community** is made of Students, employees, and volunteers, or other individuals who are formally connected to Glenbow College.

**Discrimination** is defined as unjust practice or behavior, whether intentional or not, based on race, religious beliefs, color, gender, gender identity/expression, physical and/or mental disability, marital status, family status, source and level of income, age, ancestry, place of origin, sexual orientation and which has negative effects on any individual or group.

**Harassment** occurs when someone is subjected to unwelcome verbal, written, electronic or Physical conduct.

**Student/Learner** is a person who is currently registered as a learner at the College whether or not for credit.

**Practicum/work placement** is any placement (volunteer or otherwise) which is part of a student's academic program and which places or may place the student in contact with the public.

**Violence** is an attempted, threatened or actual conduct of a person that causes, or is likely to cause, physical or non-physical injury.

**Applicants** is a persons who have applied to a Glenbow College program or course but have not yet been registered. Applicants must also comply with the Code of Conduct Policy and face consequences as they would if they were a student.



**Complainant** is a person who has reason to believe that a student has committed an offence and who initiates a procedure under this policy.

**Harassment** occurs when someone is subjected to unwelcome verbal or physical conduct.

**Learner:** A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, "learner" shall be used synonymously for applicants and learners unless specifically noted otherwise.

**Respondent** is the person(s) who replies to an allegation.

**Safety** is the state of being reasonably certain that one will not be emotionally, physically, or mentally hurt by other persons or situations.

**Sanctions** is the penalties that act to ensure compliance or conformity with the Code of Conduct Policy.

**Suspension** is an absence from a class or program for a set period of time that is ordered by a appropriate College Director.

**Withdrawal** is the formal de-registration of a learner from a College course or program.

## **COMPLIANCE**

All the Glenbow College employees, short/long term contractors, instructors and current students/learns are responsible of making themselves aware of the College procedures and policies.

## **CONTACT**

Glenbow Educational Services Ltd./Glenbow College

[www.glenbowcollege.ca](http://www.glenbowcollege.ca)

## **REVISIONS:**

Only the Glenbow College Board can make exceptions/revision to this and any procedure and policy.

July 1, 2019 – V01