



OFFICIAL COLLEGE POLICY

CODE OF CONDUCT POLICY

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Responsibility: Director General

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PREAMBLE

Based on the College's mission and values and with respect for other by-laws, policies and procedures in effect, this policy sets forth principles, guidelines and norms of behavior expected from all individuals present at Vanier College, including students, faculty, employees, administrators, members of the Board of Directors and visitors.

Its purpose is to ensure a respectful, favourable and safe environment that promotes learning activities and integrates the development, well-being and safety of persons, while ensuring the protection of college property.

Its aim is to ensure the exercise of human rights and obligations of persons at Vanier College, while enabling the College to exercise its rights and obligations.

It contributes to the common good and harmonious functioning of our college community.

1. DEFINITIONS

In this policy, the following terms are defined as follows:

a) Activities:

Any activity that falls within the mission or operations of the College including, for example, courses, internships, laboratories, and other training activities; as well as any social, sport, or cultural activity.

b) College:

The general and vocational teaching institution (Vanier College).

c) College authorities:

The Office of the Director General or any person to whom it delegates responsibility for applying the provisions of this policy or responsibility for an activity.

d) College premises:

Buildings and grounds owned by the College, including the residences, any building rented by the College under a lease or agreement and that is under the effective control of the College, and any place where an activity under the College responsibility is taking place.

e) Person:

Any individual present at the College to study, to work, or for any other reason;

f) Employee:

All Vanier full-time, part-time, regular or temporary employees of all categories of employment (teachers, professionals, support personnel, casual staff, contractual staff, managers and directors).

g) Social media:

Web applications that facilitate social interaction between individuals or groups of individuals and the creation of content such as blogs, social networks, and sharing sites.

h) Student:

Any person enrolled in a course of study or a training activity organized by the College.

i) Writing:

Any written information including printed and, including among others, electronic documents or correspondence, emails, and messages posted on social media or on the Internet.

j) Civil behavior:

Treating others with dignity and respect, and acting with regard to other's feelings.

k) Discrimination:

Direct, indirect or systemic unfair treatment of a person or group in comparison to others based on the grounds under the Quebec Charter of Human and Freedoms, that deprives them of equal rights in the workplace or place of study. The prohibited grounds include, race, colour, sex, gender identity, pregnancy, sexual orientation, civil status, age (except as provided by law), religion, political convictions, language, ethnic or national origin, social condition, a disability or the use of any means to palliate a disability.

l) Harassment:

Vexatious behavior in the form of repeated hostile or unwanted conduct, verbal comments, actions or gestures that affect an individual's dignity or psychological and/or physical integrity and that result in a harmful work or study environment whereby the individual does not feel safe and feels constantly humiliated and offended. A single serious incidence of such behavior that has a lasting harmful effect on an individual may also constitute harassment.

m) Confidentiality:

Confidentiality pertains to the treatment of information. Private and personal information and information relating to the health and welfare of an individual should be accessed only on a strict need-to-know basis and handled and stored with care, and in accordance with the *Act Respecting Access to Information and the Protection of Personal Information*.

Private and personal information does not include publicly available information that is lawfully made available to the general public.

Some examples of private and personal information include, but are not limited to:

Social insurance number, passport number, driver's licence number, bank and credit/debit card numbers, tax information, disability, leave of absence information, marital status, criminal record, date and location of birth, home address, grievance information, discipline information, payroll and benefits information, health information, student transcripts and grades, degree information, student's schedule, student work, advising records, financial aid, accounting and loan information.

2. SCOPE

This policy is in keeping with the College mission, the collective interest, the collective agreements or contracts applicable to employees, and the laws and regulations applicable in Quebec. It applies to every person present on college premises or that participates in its activities.

This policy does not contain all the rules in effect at the College. Some rules contained in other college policies and procedures apply to specific places or activities. Compliance with these rules is mandatory and, where there is no sanction in these policies and procedures, offenders are liable to the sanctions provided in this document.

The Code of Conduct Policy intends to establish standards of respect, integrity and appropriate conduct.

3. GENERAL PROVISIONS

In general, any person present on college premises or that participates in its activities shall, in so doing, be required to comply with the laws and regulations in force in Quebec and the policies and procedures in effect at the College. Every person is expected to behave in a respectful and polite manner.

Without limiting the generality of the foregoing, and subject to any other recourse that the College may exercise, every person is liable to sanction where that person, notably:

- a. obstructs College activities or impedes the process of an investigation;
- b. endangers the health, safety, or integrity of persons;
- c. damages or otherwise violates the integrity of college property;
- d. acts in a way that causes prejudice to others, or that disrupts and harms the environment;
- e. uses defamatory, hateful, offensive, or vulgar written or spoken statements;
- f. uses any form of harassment, intimidation, or discrimination with respect to a person or a group of persons, whether through words, writings or acts, particularly with regards to sex, ethnicity, religion, language, disability or sexual orientation;
- g. exhibits disruptive, offensive, or irresponsible behavior
- h. commits fraud, uses false documents or assumes the identity of a third person;
- i. commits assault, physical or verbal abuse of any person
- j. engages in sexual acts on campus (or indecent/lewd behavior)
- k. commits theft, vandalism, or any other criminal act
- l. violates the provisions of this policy, incites another person to violate the provisions of this policy, or participates in any way in such a violation.

4. TREATING EACH OTHER WITH RESPECT, FAIRNESS AND INTEGRITY

4.1 Civil Behavior

All members of the college community are expected to treat each other with dignity and respect and act with regard to others including, but not limited to:

- respecting each other's differences, ideas and opinions;
- listening and seeking common ground when differences occur;
- respecting the right of privacy and the confidential nature of information to which one has access;
- exhibiting respect, integrity and attentiveness in providing services to others;
- cooperating and collaborating with others.

4.2 Harassment and Discrimination

The College will not tolerate any form of harassment and/or discrimination, as defined by the *Quebec Charter of Human Rights and Freedoms* and the *Act Respecting Labour Standards* in Quebec. (Refer to *Vanier's Harassment and Discrimination, Prevention and resolution Policy*)

4.3 Abuse of Power or Trust

All college employees are in a position of authority over students and consequently must act to avoid any situations that might constitute an abuse of power or trust.

Because of this implied position of authority over students, an employee/student relationship cannot allow for freedom of consent in a romantic or sexual relationship. Consequently, it is the employees' responsibility to decline any sort of sexual advances made by a student and to explain to the student that this is inappropriate behavior.

The abuse of power or trust, including but not limited to the psychological manipulation of students to one's own ends; the offering of favours to students; the exertion of pressure on students to violate this policy or any other policy; the attempted seduction of a student, or, the actual seduction of a student, will result

in sanctions, up to and including immediate dismissal, being imposed against the offender.

4.4 Cyberbullying

Harassment, intimidation, defamation, humiliation, or bullying by any electronic act is prohibited and will be sanctioned.

4.5 Dress Code

Every person shall wear appropriate attire and footwear for college activities and on college premises. Attire that includes hate or malicious symbols or statements about a person or a group of persons is prohibited.

In addition, certain clothing and accessories may be prohibited to ensure the hygiene, health, and safety on certain college premises, namely in athletic facilities, laboratories, workshops, and internship settings.

4.6 Fraud

Any person found gaining advantage through deliberate acts of deception, falsehood or false pretence is liable to sanction.

5. DEMONSTRATING PROPER CARE AND REGARD FOR COLLEGE PROPERTY, THE PROPERTY OF OTHER'S AND THE ENVIRONMENT

5.1 Use of College Property

College movable and immovable property (facilities, material, tools, computers, etc.) shall be used for its intended use and in accordance with college regulations. Any use shall be in accordance with the public welfare.

Persons using specialized facilities, such as the library, the laboratories, the Sports Complex, the multi-sport field, etc., shall comply with the regulations and guidelines specific to these facilities.

Anyone who leaves the College for an extended period (sick leave, retirement, resignation...) must return all college property (keys, laptops, books...) within 48 hours of their departure from the College.

College property may not be used for personal purposes and/or benefit.

5.2 Damage to College Property

Any person who uses property owned by the College is responsible for that property. Any person who damages college property due to vandalism, abuse, or negligence is not only liable to the sanctions set forth herein, but may also be required to compensate the College.

5.3 Personal Property and Insurance

The College is not responsible for the loss or theft of, or damage to, individual personal property. Each person is responsible for obtaining personal insurance covering the risks deemed appropriate.

5.4 Respect for the Environment

Any person on college premises and/or anyone who participates in its activities shall comply with the *Vanier College Sustainability Policy*.

6. PROMOTING A SAFE AND HEALTHY WORKING AND LEARNING ENVIRONMENT

6.1 Access to the College

Access to college premises is permitted during opening hours to every person who participates in its activities. Any person who does not have a valid reason for being present on college premises may be immediately removed.

6.2 Identification

College authorities may require proof of identity from any person on college premises. Any person who is unable to identify themselves, or who refuses to do so, may be immediately removed. Therefore students and employees must have their ID cards with them at all times while on college premises.

A student card or an ID card may be required as proof of identity in order to benefit from different services offered by the College or to participate in its activities. Failure to comply with the directives of employees acting in the performance of their duties may result in sanctions.

6.3 Keys to College Facilities

Non-authorized use or duplication of keys or cards providing access to college premises is strictly prohibited.

6.4 Peaceful Premises

In order to respect the College's mission, noise levels should be maintained at an acceptable level in order for regular activities to be carried out.

6.5 Weapons

The possession, carrying, storage, and use of weapons or imitation weapons is prohibited on college premises. Any object that is used with the intention to injure, threaten, intimidate or mislead others into believing that their safety is compromised is strictly prohibited.

Any simulation that requires the use of weapons or false weapons shall first be authorized in writing by college authorities and shall be restricted to specific locations. Any such request shall indicate the date, place, and course or event during which the use of a weapon or an imitation weapon is planned. The person shall keep the authorization on hand at all times and places during the activity.

6.6 Hazardous Materials

It is prohibited for any person, other than employees authorized by college authorities, to possess, use, or transport any object, product, or substance in the college that may present a danger for persons or property, unless the handling of such substances is designated for pedagogical purposes. Please refer to the *Policy Concerning Management of Hazardous Materials*.

6.7 Skateboard, Bicycle, Roller Blades and Other Similar Modes of Personal Transportation

The use of bicycles, roller blades, skateboards and other similar modes of personal transportation are strictly prohibited inside college buildings. Further, no person shall use college property in a manner that is deemed unsafe or dangerous, such as for the performance of tricks and stunts.

6.8 Parking

Any person who wishes to park their car on college premises shall use the spaces reserved for this purpose, have a parking permit or proof that the parking fees

have been paid, and shall comply with the College's *Parking and Traffic Regulations*. Traffic lanes providing access to the College must remain unobstructed at all times.

6.9 Animals

Domestic animals are strictly prohibited on college premises unless prior written authorization has been provided by college authorities, namely for guide or service dogs or for approved activities. Exceptionally, animals are permitted on college premises if associated with the Animal Health Clinic, the Animal Health Technology Program, or the Environmental and Wildlife Management Program. Please refer to the *Guidelines on the Use of Service Dogs in Training and Service Dogs at the College* for additional information.

6.10 Tobacco and E-Cigarette Use

The use of tobacco products and e-cigarettes is prohibited at all times in all college buildings and in every place where there is a sign prohibiting such use. It is prohibited to sell tobacco or nicotine products on college premises. Please refer to the *No Smoking Policy*.

6.11 Food Consumption

For reasons of hygiene, equipment safety, and respect for persons and the environment, it is prohibited to consume beverages or food in any place where there is a sign prohibiting consumption.

6.12 Alcohol and Drug Consumption

The possession, consumption, fabrication, distribution, or sale of alcohol or illegal drugs is prohibited. However, alcohol consumption may be authorized for special activities by college authorities. In such a case, the organizers must first have obtained the proper permit from the *Régie des alcools, des courses et des jeux du Québec*. Any group or individual who does not fulfill the obligations outlined in this permit is liable to sanctions. Please refer to *Procedures on serving alcohol during special activities at the College* for further information.

In the case where someone is found to be intoxicated on college premises, college authorities will call upon Security Services to have the individual removed. This person may be liable to sanctions.

Advertising directly related to the consumption of alcohol is prohibited on College premises.

6.13 Gambling and Card-Playing

Gambling is prohibited except where authorized by college authorities and where the organizers have obtained the proper permit from the *Régie des alcools, des courses et des jeux du Québec*. In addition, card playing is prohibited on college premises regardless of whether money or goods are being exchanged between persons.

7. USING AND SAFEGUARDING INFORMATION AND OTHER ASSETS IN A PROFESSIONAL MANNER

7.1 Computer Systems

Information technology material owned by the College is reserved exclusively for educational and administrative purposes and shall be used in accordance with the procedures described in the *Acceptable Use of Information Technology, Computing Resources and Computer Facilities*.

Any person who acts in a manner that compromises the protection of, or disrupts, college computer systems is liable to sanctions.

Likewise, any person who commits piracy, cyberbullying or visits inappropriate sites for non-educational purposes, namely those containing pornographic or hate-laced material, is also liable to sanctions.

7.2 College Name, Logo and Image

No one may use the College name, logo, or image without the express authorization of college authorities, according to the guidelines described in the *Use of the Vanier College Name* guidelines.

Use of official college letterhead is reserved for administrators and employees in the performance of their duties and is prohibited for personal purposes.

7.3 Posters

All posters shall be authorized by college authorities (Services for Students) and shall comply with the College *Guidelines for Posting on College Bulletin Boards*.

7.4 Surveys, Solicitation, Sales and Advertising

Any activity that promotes, sells, solicits, advertises, or informs shall first be authorized by the offices of Services for Students or Communications and Corporate Affairs, and shall comply with the *Guidelines for the Sales and Promotion of Products or Services*. College authorities must approve the distribution of surveys.

7.5 Copyright

Any person on college premises who wishes to reproduce or use a work, whether written, audiovisual, or sound, in any way, on any media whatsoever, shall do so in accordance with the applicable laws on Canadian and international agreements on copyright and intellectual property.

8. PROVIDING THE HIGHEST POSSIBLE STANDARDS OF TEACHING AND LEARNING

8.1 Teaching and Behavior in the Learning Environment

A teacher is responsible for setting the parameters for appropriate student behavior in their classroom.

Students are responsible for knowing and following appropriate standards of behavior as outlined in the sections on "Student Academic Rights and Responsibilities" and "Classroom Conduct" in the Vanier College Student Agenda and as outlined by their teachers

A teacher has the right to address inappropriate behavior in the classroom in accordance with Vanier's *Student Misconduct in the Classroom Policy*.

8.2 Electronic Devices, Videos and Photos

The use of all electronic devices is allowed **except** in any area where so indicated and may be forbidden for pedagogical purposes.

During classes or events organized by the College, it is possible that participants could be photographed, filmed or recorded. These may include outdoor activities, public events and class-related activities. If Vanier College or an individual wishes to use or print these photographs, videos or recordings for any lawful purpose, such as for publicity purposes, illustration, advertising and Web content, they must first receive documented consent from the individual or individuals. Photo, video and recording waiver forms are available at the Vanier Communications and Corporate Affairs office located in room F-229.

If pictures, videos or recordings contain nominal information concerning an individual or a group of people that could be identified, the use and conservation of these pictures, videos and recordings is subject to *la Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels*.

8.3 Social, Sports and Cultural Activities

Any social, sport, or cultural activity shall first be approved by and be conducted in the manner determined by college authorities.

Activities to integrate new students or members shall be conducted in the manner determined by college authorities, with respect for the health, safety, and integrity of persons and college property. They shall also respect the right of each person to abstain from participating in such activities. Any person who commits acts or who encourages the commission of acts contrary to these principles is liable to sanctions. Specifically, inappropriate initiation activities such as hazing are expressly prohibited and liable to sanctions.

8.4 External Activities

Any person who participates in college activities taking place outside the college premises shall behave in a manner befitting the role of a college representative and remains bound by this policy.

Any person who participates in an internship activity and who behaves in a manner deemed inappropriate by the authorities where the internship is taking place, or who breaches the rules of ethics or conduct related to such an activity, is liable to the sanctions provided herein.

9. ROLES AND RESPONSIBILITIES

All members of the college community are expected to act in accordance with Vanier's *Code of Conduct Policy* and promote a positive, respectful, safe and productive learning and working environment. Therefore, they share responsibility in addressing these situations:

- 1. Violation of the Code of Conduct:** Address incidents of violations of Vanier's *Code of Conduct Policy* directly with the individual responsible for the behavior, whenever possible. If the inappropriate behavior continues, or if it is not possible to address the incident with the individual directly, then the violation should be reported to the appropriate college authority, or, in the case of college employees, to the individual's immediate supervisor.
- 2. Incidents of Workplace Violence:** Report any active incident to Security immediately. Any information pertinent to an investigation of an incident of workplace violence should be reported to either Student Services, or, in the case of college employees, to the individual's immediate supervisor.
- 3. Risks of Workplace Violence:** Report to Security, the Social Service Officer and/or Student Services, or, in the case of a college employee, to the individual's immediate supervisor.

4. **Harassment and Discrimination Incidents:** Report to a college authority and /or to either the Respectful Learning and Workplace advisor or the Social Service Officer, or in the case of college employees, to the individual's immediate supervisor, any incident of harassment, defined under the *Act Respecting Labour Standards* and *Vanier's Harassment and Discrimination, Prevention and resolution Policy*.

College Authorities:

As college representatives, college authorities play a key role in the implementation and application of this policy. Their leadership, guidance and support are a fundamental basis for its implementation. As such, college authorities are responsible for:

1. Creating and maintaining a positive and productive learning and working environment.
2. Leading by example at all times.
3. Identifying and addressing issues in a timely and fair manner. This involves coaching and counseling employees and students, and if appropriate for the circumstances, taking disciplinary action(s).

10. RESOLUTIONS AND SANCTIONS – EMPLOYEE

Any employee who contravenes the provisions herein is liable to disciplinary measures in accordance with the applicable collective labour agreements or the *Policy for Management Personnel (Règlement des conditions de travail des cadres)*.

11. RESOLUTIONS AND SANCTIONS – COLLEGE STUDENT

Serious infractions are reported to the Director of Services for Students or to the Social Service Officer responsible for disciplinary measures. The Social Service Officer may deal with the student directly, or may decide whether a case warrants the calling of a Discipline Committee Hearing.

11.1 Composition of the Student Discipline Committee

The Student Discipline Committee shall consist of four members:

- a. The Social Service Officer (chairperson)
2. One staff member or employee appointed by the Director of Services for Students
3. 2 students appointed by the VCSA

The Committee shall establish its own procedures and shall come to a decision by majority regarding its recommendation to the Director of Services for Students. The decision of the Committee shall be rendered to the student or group of students within 48 hours of the hearing.

11.2 Sanctions

Any student who contravenes a provision herein is liable to sanctions proportionate to the gravity of the act. College authorities reserve the right to contact police authorities when deemed necessary.

Immediate removal from the premises

College employees may ask Security Services to immediately remove a student who threatens or causes harm to the College Community, where that harm requires immediate intervention due to its nature or gravity. College employees should not attempt to remove students by themselves.

Fine or restitution

College authorities may require reimbursement for damage to or misappropriation of property. College authorities may impose a fine or, in other cases, reimbursement may take the form of appropriate service or other compensation.

Disciplinary probation

A student sanctioned through disciplinary probation will have conditions and restrictions imposed through a written contract. Further sanctions can be imposed

if the conditions and restrictions laid out in the disciplinary probation contract are not respected.

Temporary suspension

During an inquiry into a possible violation of this policy by a student, the college authorities may, if justified by the circumstances, temporarily suspend that student's right of access to the College until a decision regarding that student has been taken. Such a suspension may not exceed ten (10) business days.

Suspension

The Director of Services for Students or the Social Service Officer may suspend the right of a student who has committed an offence under this policy to receive services offered by the College. A suspension letter will be issued to the student detailing the conditions of their suspension. The length of the suspension is based on the gravity of the offence committed but cannot exceed a maximum of three weeks. A suspension that exceeds three weeks is considered an expulsion.

Expulsion

Where required due to the gravity of an offence, The Director of Services for Students may expel a student from the college and may, provisionally or permanently, prohibit the student from accessing college premises.

The Director of Services for Students or his/her delegate, the Social Service Officer may also apply any other sanction provided under the law, or under the policies in force.

The student is entitled to be informed of possible recourses at the time the sanction is imposed.

12. SANCTIONS WITH REGARD TO OTHER PERSONS PARTICIPATING IN COLLEGE ACTIVITIES

Where a person other than a college student or employee commits an offence under this policy, college authorities may:

1. Provisionally or permanently suspend the person's right to benefit from college services;
2. Provisionally or permanently prohibit the person's access to college premises;
3. Apply any other sanction under the by-laws or the policies in force at the College.

13. EMPLOYEE RECOURSE AGAINST SANCTIONS

When a college employee is subject to a sanction, the applicable recourses are those provided in the applicable collective agreements or in the *Policy for Management Personnel (Règlement des conditions de travail des cadres)*.

14. STUDENT RECOURSE AGAINST SANCTIONS (APPEAL PROCESS)

A student who is subject to a sanction, other than immediate removal from the premises, may request that the Director General review the sanction if new evidence has surfaced or if fault in the disciplinary process is found. In order to have a sanction reviewed, the following steps must be taken:

1. The student must file a written request for review with the Office of the Director General of the College within five (5) business days from the time the sanction is imposed.
2. The request must provide the reasons, which, according to the student, justify cancelling or modifying the sanction that was imposed.
3. Should the Director General ask to meet with the student, the student may be accompanied by a person designated by the student association or a member of the Vanier Community. No one else accompanying the student for the hearing will have standing in the meeting.
4. The Director General shall render a decision on the request for review within two (2) business days of its reception. The Director General may

uphold, cancel, or modify the sanction. This decision is final and without appeal.

15. APPLICATION

The Director General is responsible for applying this policy.

In the event that the Director General is directly named in a complaint under this Policy, the Chairperson of the Board of Directors will be responsible for applying this Policy.

16. EFFECTIVE DATE

This policy comes into force when adopted by the College Board of Directors and repeals any previous version.

17. POLICY REVISION

This policy will be reviewed yearly for three years following its enactment. Subsequently, it will be reviewed every five years.

This policy replaces:

Zero Tolerance Policy

Student Code of Discipline

Electronic Social Aggression (Cyberbullying) Policy