

Policy on Respectful Behaviour and Fair Treatment

CATEGORY: Student – Conduct & Interaction

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Respectful Behaviour and Fair Treatment*”, has been created to formalize the College’s commitment to ensuring that its students have a positive experience from the first encounter to graduation and beyond.

It is the policy of the College to formalize the process as outlined below.

Scope

This policy applies to all students enrolled at the College, alumni of the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. COMMITMENT TO RESPECTFUL AND FAIR TREATMENT

- 1.1. The College recognizes that respectful behaviour regarding the rights, dignity and integrity of others is essential for the well-being of the College community.
- 1.2. Every student has the right to learn and participate in an environment that promotes respectful behaviour by prohibiting discriminatory practices, and is safe from harassment, discrimination and violence.

2. COLLEGE’S COMMITMENT TO STUDENTS

- 2.1. The College provides students with a learning environment which is student-focused.
- 2.2. The College ensures that its students are taught by qualified Faculty Members who have real-world industry experience.
- 2.3. The College ensures that its in-class facilities are, at all times, clean and properly maintained.
- 2.4. The College ensures that its students receive accurate, honest, sound, and reliable advice from qualified Admissions personnel prior to applying for any of our Programs.
- 2.5. Admissions personnel will support its students throughout the Admissions process.
- 2.6. Student Services is available for student problem solving, questions, complaint resolution, and general inquiries.
- 2.7. The College assists its current students and alumni with securing appropriate employment which makes use of the knowledge and skills they have gained throughout their studies at the College.

3. RESPECTFUL BEHAVIOUR EXPECTATIONS

- 3.1. All members of the College community share the responsibility of maintaining a climate of respectful behavior and are expected to practice basic principles of mutual respect by adhering to the following:
- ❖ Behaving in ways that show respect toward others;
 - ❖ Valuing each other's' work and roles;
 - ❖ Developing relationships built on trust;
 - ❖ Promoting a climate that is fair, supportive, and responsive;
 - ❖ Creating a welcoming environment through our words, actions, and physical surroundings;
 - ❖ Encouraging open and honest communication;
 - ❖ Celebrating our differences.
- 3.2. When issues arise, people are encouraged to communicate directly with the other party, in a respectful manner, and to listen respectfully to the other person's point of view. If this is unsuccessful, students are encouraged to approach Student Services for further assistance.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1022 – Student Services Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of conduct and interaction oriented policies under the Student Policies category.