

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

The *Policy on Respectful Behaviour and Fair Treatment* formalizes the College's commitment to ensuring that enrolled students have a positive experience, beginning with their first encounter and extending beyond their graduation from the College.

Scope

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

Regulations

1. 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. Students have the right to a safe and respectful Online learning environment. Harassment, bullying, and sexual misconduct are strictly prohibited and will be addressed in accordance with the College's Policy on Sexual Violence and Misconduct.
- 1.3. Students have the right to be treated with dignity, respect, and fairness by other students and College staff.
- 1.4. Students are expected to respect diversity and refrain from demonstrating any form of discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, or sexual orientation.
- 1.5. Students are responsible for being aware of and abiding by applicable laws and the policies, procedures, and guidelines that are available on the College website.

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 guarantees secure and respectful virtual environments and ensures students receive accurate, honest, and reliable information throughout their academic journey.
- 2.4. The College ensures that its online learning systems and virtual platforms are properly maintained.
- 2.5. The College ensures that its students receive accurate, honest, sound, and reliable advice from qualified Admissions personnel prior to applying for any of its Programs.
- 2.6. Admissions personnel will support their students throughout the Admissions process.
- 2.7. Student Services is available to students for problem-solving, questions, complaint resolution, and general inquiries.
- 2.8. 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 behaviour 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; and
 - ❖ Celebrating our differences.
- 3.2. These expectations apply equally to virtual classrooms, online forums, and all digital interactions. Students must maintain professionalism in video conferences, chat rooms, and discussion boards.
- 3.3. When issues arise, individuals 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 approach is unsuccessful, students are encouraged to contact 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.