

## RESPECTFUL AND FAIR TREATMENT OF STUDENTS & STAFF POLICY

for:

**Sprott Shaw Language College [SSLC]**  
Toronto, Vancouver, Surrey and Victoria

### Purpose

The purpose of this policy is to set out the principles and standards of professional conduct expected of all members of the college community in order to make every reasonable effort to provide a respectful campus environment free from discrimination, harassment, and violence for employees and students alike.

### Scope / Limits

This policy applies to members of the college community and to all aspects of SSLC's campus environment, which includes both physical locations as well as virtual space. This policy does not limit the right of a complainant to make enquiries or register a complaint with any external agencies, such as the British Columbia Human Rights Tribunal.

### Policy Statements

1. Members of the college community, including employees and students, engaged in any activity on college property or in conjunction with the college have the right to an environment that promotes respectful behavior.
2. SSLC strives to provide a campus environment that is free from discrimination, harassment and violence. The college does not condone these behaviors and they will not be tolerated.
3. Members of the college community are expected to:
  - a) share the responsibility of establishing and maintaining an environment of respectful behavior and to engage in professional conduct in all respects of college-related activities;
  - b) make every reasonable effort to prevent, identify, and report any actions of discrimination, harassment, or violence that have been committed or that they reasonably believe may have been committed to the campus director; and
  - c) act in compliance with all applicable laws and regulations when fulfilling their obligations to and interacting with the college; when appropriate, investigations may be handled by outside authorities.
4. All violations of this policy will be investigated in a fair, just, equitable and timely manner and dealt with accordingly.
5. Actions taken under this policy may include discipline up to and including termination of employment, expulsion from programs of study, denial of access to the college, and/or legal sanctions.

## Definitions

**Discrimination and harassment** - includes any unwelcome behavior or communication directed towards a person or members of an identifiable group based on a prohibited ground of discrimination. Prohibited grounds include the following: race, religious beliefs, colour, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, source of income and sexual orientation. (As defined by the British Columbia Human Rights

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Tribunal) Excluding a person from a right or privilege to which they would otherwise be entitled, because of a prohibited ground, would constitute prohibited conduct.

**General harassment** – includes any unwelcome verbal or physical behavior that unreasonably interferes with work/learning or creates an intimidating, hostile or offensive work/learning environment. General harassment can include, but is not limited to, remarks, jokes or actions which demean or humiliate another person and which deny individuals their dignity and respect. General harassment can also include bullying. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

**Members of the college community** - includes employees, students, visitors, volunteers, third party contractors and their employees engaged in activities related to their contracts with the College.

Employee means any person on the payroll of SSLC.

Student means any person enrolled in or graduated from a program of study at SSLC.

Volunteer means any person performing an unpaid service for SSLC.

Contractor means any person, partnership or group of persons who, through a contract, agreement or ownership, provides services to the college.

Visitor means any person accessing SSLC facilities who is not an employee, student, volunteer, or contractor.

**Professional conduct** – refers to behaviour that is consistent with members of the college community proceeding in their daily duties in a manner that upholds the dignity of their profession, and/or exhibits a commitment to excellence in learning and teaching, and a concern for the well-being of others.

**Student** – is a person who accesses college learner services, has applied to or is enrolled in SSLC, or who is attending SSLC while being registered in a course/program offered by another institution.

**Violence** - means any incident where the attempted or actual conduct of a person causes Members of the College community to be physically or mentally harmed, abused, threatened, intimidated or assaulted. Violence may take many forms, and it may be expressed verbally, through written or electronic communications such as email, internet, telephone, standard social media channels, through actual or threatening physical contact or gestures.