

**STANDARDS OF STUDENT CONDUCT**

<b>Policy Name:</b> Standards of Student Conduct	<b>Responsible Owner:</b> Associate Vice President Academic and Student Affairs	<b>Created:</b> 1999
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**A. PURPOSE**

This policy sets out standards of conduct for students of Douglas College (the “College”) and addresses how the College prevents and responds to complaints against students of bullying and harassment, and other forms of disrespectful, or disruptive/inappropriate conduct (“Misconduct”).

**B. SCOPE**

This policy applies to all students enrolled at the College.

This policy applies if:

- Misconduct is alleged to have occurred at the College or at a College-related activity, and
- The person alleged to have breached this policy is a student of the College.

This policy is not intended to prohibit the respectful expression of differing viewpoints or peaceful protest.

This policy does not apply to allegations of behaviours contained in the following College policies:

- Violence Prevention and Response (In progress; will replace Violence Prevention Involving College Employees; and Violence Prevention Involving Students/Users)
- Sexual Violence and Misconduct Prevention and Response.

## C. DEFINITIONS

### 1. **Bullying and Harassment:**

- a. Any inappropriate conduct or comment by a Student towards a person that the Student knew or ought reasonably to have known would cause that person to be humiliated or intimidated, or
- b. any other form of unwelcome verbal or physical behaviour which, by a reasonable standard, would be expected to cause insecurity, discomfort, offence or humiliation to a Student or group of Students, and has the purpose or effect of creating an intimidating, hostile or offensive environment.

Examples of Bullying and Harassment include, but are not limited, to the following:

- a. words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- b. spreading malicious rumours;
- c. threats or intimidation;
- d. vandalizing personal belongings;
- e. physical assault or violence; and/or
- f. persistent rudeness, bullying, taunting, patronizing behaviour, or other conduct that adversely affects working conditions or work performance.

It is NOT Bullying and Harassment to:

- a. express reasonable opinions freely and courteously; or
- b. respectfully engage in honest differences of opinion.

### 2. **College:** Douglas College

### 3. **College Community:** All College employees, students, Board members, and any other person who is contractually obligated to comply with this policy.

### 4. **College-related activity:** Any type of activity conducted under College auspices at any location, including, but not limited to instruction, practicums, co-op or work experience placements, international field schools, sports events and artistic performances. All activities on the College's campuses are College-related unless they are within the exclusive control of an organization or group external to the College.

### 5. **Complainant:** A person who files a Complaint; a member of the College Community who observes or is the subject of an alleged violation of the Policy, and who seeks recourse under the Policy. In some instances, the College may act as a Complainant where it becomes aware of alleged Misconduct and no person comes forward with a Complaint, or where an investigation is required by law.

### 6. **Complaint:** A formal, written report containing allegations of Misconduct or other violation(s) of this policy.

### 7. **Disruptive/Inappropriate Conduct:** Behaviours interfering with normal College operations that a reasonable person would consider disruptive or inappropriate. Prohibited behaviours include, but are not limited to, the following:

- a. Behaviours that create significant disruption to the learning environment or impede the instructional process or the delivery of College services;
- b. Behaviours that create an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;

- c. Behaviours that contravene published rules, regulations, procedures or common standards of safety. These include regulations/protocols for specific locations within Douglas College such as laboratories, the library, and the gymnasium, and facilities used in partnership with other parties (e.g. Pinetree Community Centre, practicum work sites, etc.);
  - d. Behaviours of a non-violent nature that endanger or threaten to endanger the health or safety of the College Community or that subject any member of the College Community to physical, mental, written or verbal abuse, or to potential injury; and
  - e. Behaviours that damage, deface or destroy College property.
8. **Investigator:** A person appointed by the College to investigate a Complaint.
  9. **Misconduct:** Bullying and harassment, and other forms of disrespectful or disruptive/inappropriate conduct. A breach of this policy may consist of a single significant incident, or be repeated and persistent.
  10. **Parties:** The Complainant(s) and Respondent(s) named in a Complaint under this policy.
  11. **Report:** The communication to a College employee of an alleged violation of this Policy.
  12. **Respectful College Environment** is characterized by:
    - a. Safety from bullying and harassment, and disrespectful behaviour;
    - b. Consistent demonstration of ethical and professional behaviour;
    - c. Respect for the privacy and confidentiality of others;
    - d. Inclusion of all people, including those with different abilities, backgrounds, cultures, opinions, life experiences and ideas;
    - e. Constructive debate of ideas and resolution of conflict;
    - f. Courteous and considerate conduct toward others;
    - g. Honesty, integrity and respect in interactions with others, and encouragement of others to interact in the same way;
    - h. Seeking to understand what others have to say and remaining open minded to all ideas, suggestions and comments; and
    - i. Recognizing the value and contributions of others and fostering collaborative working relationships.
  13. **Respondent(s):** A person or persons alleged to have engaged in conduct that violates this Policy.
  14. **Responsible Administrator:** An executive of the College, or an administrator responsible for the operations of a College Department, Faculty, or service area, e.g., Dean, Director, Chief Information Officer, Registrar. A Responsible Administrator may:
    - a. decide whether the policy has been violated;
    - b. make recommendations or decisions regarding remedies or discipline;
    - c. assume the role of Complainant to initiate an investigation; and
    - d. initiate interim measures.
  15. **Retaliatory Action:** Any adverse action or reprisal taken against a person because that person reports or alleges a violation of this policy, seeks advice on making a Report or Complaint, makes a Complaint, or cooperates in an Investigation of a Complaint.
  16. **Student:** A person who is enrolled as a student at the College in credit or non-credit courses.

#### D. POLICY STATEMENTS

1. Douglas College is committed to providing a safe and inclusive environment that allows for full and free participation of all members of the College Community who are to be treated with fairness, respect and dignity. Bullying and Harassment, and other forms of disrespectful or disruptive/inappropriate conduct on the part of students undermine these objectives and are, therefore, not tolerated.
2. All members of the College Community have the right to expect, and the responsibility to create and sustain, a College Environment that is free from Bullying and Harassment, and other forms of disrespectful or disruptive/inappropriate conduct.
3. The College has a responsibility to prevent Misconduct through ongoing awareness and training programs to educate the College Community about the issues addressed in this policy.
4. The College also has a responsibility to provide procedures to respond to Complaints made under this Policy, including, where necessary, providing an appropriate remedy to a Complainant where Misconduct is found to have occurred, and imposing sanctions for violations of this Policy up to and including suspension.
5. The College reserves the right to initiate an internal investigation and/or to inform the relevant law enforcement agency without the consent of the person Reporting an incident if the College has a reasonable belief that the safety of a member of the College Community is at risk.
6. The College will address alleged violations of the policy in a fair manner, and according to principles of natural justice.
7. Pending the resolution of a Complaint, the College reserves the right to implement any interim measures that are considered necessary to protect the College Community or any of its members. Such measures may include, but are not limited to, directing the Complainant, Respondent, witnesses or other parties to cease engaging in a particular type of behaviour, restricting access to a specific campus or specific areas of a college campus, and/or suspending/placing on leave one or both of the Parties from the College pending investigation. Such interim measures will be precautionary, not disciplinary and should, therefore, be in place for as short a time as possible.
8. A member of the College Community has the right to pursue other courses of action external to the College in connection with the alleged Misconduct. If another course of action is pursued, the College may elect to continue with the process under this Policy, or to suspend the process pending the outcome of the other process.
9. For a Complaint to be considered under this policy, it must be submitted to the College, within the three (3) months of the date of the conduct giving rise to the complaint. Where a Complainant submits evidence that there is reasonable cause for an extension to the three (3) month time limit, the Responsible Administrator may grant an extension up to a maximum of an additional three (3) months. Notwithstanding the limitation period and the absence of an individual Complainant, the College reserves the right to investigate any conduct alleged to be in violation of this Policy within six (6) months of the date on which the Responsible Administrator becomes aware of the alleged Misconduct.

## E. PROCEDURES

### [Standard Operating Procedures](#)

- Responding to Complaints of Student Misconduct

There are three levels of response. The level of initial response will vary according to the particular circumstances, including the seriousness of the allegations of Misconduct.

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Complaint Form (*in development*)

### [Administration Policies Page](#)

- Respectful Workplace Policy
- Sexual Violence and Misconduct Prevention and Response
- Violence Prevention and Response (*in progress*)

## G. RELATED ACTS AND REGULATIONS

- [S. 115, Workers Compensation Act, RSBC 1996 c. 492](#)
- [Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165](#)

## H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A