

CAMBRIAN COLLEGE CODE OF CONDUCT

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RESPECT

Cambrian College is committed to building and maintaining a diverse and inclusive community where students, staff, volunteers and visitors can work and learn in an environment that respects the dignity and worth of all members of the Cambrian community.

PURPOSE

The Code of Conduct is used to inform and assert individual rights and responsibilities and to outline unacceptable behaviours. The Code provides a protocol for responding to complaints about conduct that impacts individual members of the College Community. A standardized framework ensures fairness and consistency in all matters relating to conduct, while respecting the law, preserving academic freedom and respecting management, union, employee, student and human rights.

From the principles expressed within this document, any issues pertaining to workplace equity will be resolved. Cambrian College will exercise care to protect and respect the rights of both the complainant and the respondent.

GUIDING PRINCIPLES

1. **Community:**

The Cambrian community provides opportunity for people of all abilities and backgrounds to discover their potential and to fulfill their aspirations, while being equally responsible for their behaviours. This includes every person who participates in the life of Cambrian College on all Cambrian College campuses in Ontario and international locations. Persons from outside Cambrian's Barrydowne and core campuses will be subject to, or benefit from, policies and procedures that provide at least comparable benefits or protections as the Code of Conduct.

The Cambrian community is committed to creating and maintaining a positive, safe and supportive environment for all whom live, learn, work and "experience" Cambrian. As members of the Cambrian community, we have a very important role to play in ensuring this model.

Cambrian College opposes behaviour that is likely to undermine the dignity, self-esteem or productivity of any of its members and prohibits any form of discrimination or harassment. All are responsible for treating others within the community with courtesy and respect. They are responsible for ensuring that their conduct does not jeopardize the good order and proper functioning of the academic and non-academic programs and activities of the College, nor endanger the health, safety, rights or property of the College or its members or visitors.

2. **Scope:**

This policy applies to all members of the College community, including:

- Students;
- Staff;
- Contractors and their employees;
- Visitors and guests;
- Committee members.

3. **Rights and Responsibilities:**

- a) This policy also concerns off-campus conduct that affects a member of the Cambrian community's learning and working environment, as well as health and safety. Conduct considered inappropriate that takes place on or off-campus, at school events, on sports teams, in student groups, and when acting as a representative of Cambrian may result in an imposed sanction.
- b) Members of the Cambrian community will receive assistance in resolving an alleged violation of this Code, in an effective and constructive manner. Such assistance is available to individuals who believe they have been subjected to conduct that violates this Code, to individuals against whom a complaint has been filed under this Code, and to those with supervisory authority who are called upon to respond to incidents of such alleged conduct.
- c) This policy is in effect at all times – fifty-two (52) weeks per year, seven (7) days per week, twenty-four (24) hours per day, and is not limited to working days.

4. Related Policies and Procedures

To that end, the Code of Conduct is the overarching document that encourages acceptable behaviour of all individuals who enter college property. This Code has been crafted to reflect Cambrian's Mission statement, with particular emphasis on the importance of respect among all individuals associated with Cambrian, so that the additional values of trust, excellence and creativity may be realized by all.

Furthermore, this document provides the foundation for, and is further supported by the policies and procedures listed in Appendix A.

5. Policy

Complaints may be made regarding an alleged violation that has taken place on College premises, either rented or owned, or on other premises in the course of any College sponsored activity or event, where the complainant is directly affected by the conduct in question.

6. Definitions

No policy document can give a full description and definition of behaviours that are related to harassment and bullying. Appendix B lists definitions of some of the terms used in or related to this policy.

7. Academic Discretion

This Code is not to be applied in such a way to detract from the right of the College Community to engage in the frank discussion of potentially controversial matters, such as race, sex, sexual orientation, politics or religion. Further, the Code should not be interpreted in such a way as to limit the use of legitimate instructional techniques, such as irony, argument, conjecture and refutation, or the assignment of readings which may present a controversial point of view. This Code also recognises the right to teach according to one's best judgement, within the bounds of the course outline and requirements of competency.

8. Review Process

a) Cambrian College's Code of Conduct is a dynamic document meant to reflect our changing needs, realities and responsibilities. Therefore, the policy will be reviewed every three years. This review process will be managed by the Code of Conduct review committee composed of the following members:

- One student member
- One support staff member
- One academic staff member
- One administrative member
- The Coordinator, ex-officio

b) The Coordinator for the Centre for Equity shall submit an annual report to the President and Advisory Committee. The report shall include statistics on all complaints received and make recommendations, as necessary, with regard to the operation of the Code. The annual report shall be published and made available through the College's internal mechanisms.

9. Code of Conduct Procedures

Anyone involved in an incident perceived to be harassing and/or discriminating, may contact any of the following college resources for information on how to further proceed with an equity complaint.

- Centre for Equity, room 4089E
- Disability Services, The Glenn Crombie Centre, room 2504
- Counselling Centre, room 2269
- Medical Clinic, room 2208
- Safety and Security, room 1144
- Deans
- Faculty members
- Students' Administrative Council (SAC), room 1164
- Any full-time college staff member

10. Distinctions:

- a) Issues specifically dealing with student misconduct that may require disciplinary action will be referred to, and addressed through, Cambrian College's process from the Procedures for Student Misconduct.
- b) Issues involving threatening or violent conduct shall immediately be referred to Security.
- c) See Appendix A for other policies and procedures that may apply, depending on the circumstances.

CONSULTATION PROCESS

11. Any staff member, student or visitor who believes that they have experienced or witnessed discrimination, harassment and/or bullying should contact the Coordinator for the Centre for Equity for advice and assistance in resolving the matter in a confidential and respectful manner. See Appendix C for further details.

12. If the respondent is the Director of Human Resources, then the Coordinator for the Centre for Equity shall file the complaint directly with the President.

13. Stages of Complaint

The following process describes three stages: personal resolution, informal resolution and formal resolution. Action taken by a complainant, or that will be discussed with a complainant, will depend on the circumstances of the case. In all but the most serious cases, the College hopes that the matter could be resolved through personal resolution or informal resolutions stages. The aim is to arrive at a constructive and mutually acceptable outcome wherever possible.

A complainant has the right to withdraw a complaint at any stage in this process.

14. Personal Resolution Stage

- a) Any staff member, student or visitor who believes that they have experienced or witnessed discrimination, harassment and/or bullying should take direct action, if possible, to make it clear to the person causing the offence that such behaviour is inappropriate, unacceptable, unwelcome and should not be repeated. A prior meeting with the Coordinator in the Centre for Equity can help in preparing that person to address the other party, whether in person or in writing.

- b) Any staff member, student or visitor who believes that they have experienced or witnessed discrimination, harassment and/or bullying should keep a personal record or the details of any alleged incidents of discrimination, harassment and/or bullying, including:
- Date and time
 - Place
 - Name and status of other person(s) involved
 - A specific account of what happened – to be as detailed as possible
 - The effect of the incident
 - Names of any witnesses
 - Action taken including any person to whom the incident has been reported and any attempts at personal resolution
 - It is important that such a record be kept for each incident and that it is made as soon as possible after the event. Where possible, any correspondence relating to the incident should also be kept. Such records should be brought to the Centre for Equity when seeking advice and assistance in resolving the matter.
- c) Where:
- an attempt at personal resolution does not succeed,
 - the behaviour continues,
 - the behaviour is of a more serious nature than can be dealt with by personal resolution,
- or
- personal resolution is not appropriate to the specific case,
- then the staff member or student should make a complaint to the Centre for Equity. A complaint will then prompt attempts at informal resolution or formal resolutions procedures, depending on the circumstances of the case and the required outcome(s) of the complainant.
- d) The Centre for Equity will document and retain all contact information as confidential documents.

14. Informal Resolution Stage

- a) Informal resolution will attempt to be conciliatory rather than adversarial. It is important for all parties to retain their dignity, and for practical resolutions to be found to enable the parties to continue to work and/or study together.
- b) Where a complaint of discrimination, harassment and/or bullying has been made, the Centre for Equity will make contact with the respondent to discuss the complaint.
- c) The coordinator of the Centre for Equity will explore the use of alternate dispute resolution with the parties to resolve the matter. Where parties agree, the Centre for Equity will work together with the parties to resolve the matter. Any information obtained during alternate dispute resolution or an attempted settlement arising from the process is without prejudice and will not be introduced as evidence in the Formal Resolution Stage unless both the complainant and respondent consent.

- d) If an informal resolution, acceptable to both parties, is reached, then the Centre for Equity will send written communication to both parties, setting out the understandings, and or agreement. Receipt of this written communication and confirmation in writing regarding the agreement must be acknowledged by both parties. The Centre for Equity will then assist, if needed, in bringing about whatever administrative or other action is needed to implement the resolution. Where a complaint is resolved informally, the Centre for Equity will retain the complaint as a confidential document for one year and no reference to its existence will be contained in either the complainant's or the respondent's official student or personnel file.
- e) Where:
- alternative dispute resolution measures do not succeed,
 - both parties are not willing to attempt informal resolution,
 - the behaviour continues,
 - the behaviour is of a more serious nature than can be dealt with by informal resolution, or
 - informal resolution is not appropriate to the specific case, then the matter should move to formal resolution procedures.

15. Formal Resolution Stage

- a) Failing resolution of the matter through personal or informal resolution, the complainant may submit a formal complaint in writing, requesting formal resolution, to the coordinator of the Centre for Equity.
- b) On receiving a formal complaint, the Centre for Equity will determine if:
- the allegations fall within this policy
 - there are any safety risks and health concerns that require immediate attention
- The decision on whether or not to proceed with formal resolution shall be made by the Centre for Equity after consultation with the complainant.
- c) If the decision is not to proceed, the complainant shall be notified in writing and provided with information on her/his rights to appeal this decision as outlined in this Policy.
- d) If the decision is to proceed, the respondent shall be notified within five (5) working days of receipt of the formal complaint. The respondent shall be provided with details of the complaint and advised of the procedure to be followed in the resolution of the complaint.
- e) An Investigator shall then be appointed by the College to investigate the complaint while respecting the principles of natural justice and the procedures of any Collective Agreement, College Policy, or Terms and Conditions of employment that may apply. The Investigator shall respect the confidentiality of all parties and shall be impartial in the exercise of his or her functions.

16. Communication of the Decisions Taken

- a) Within 15 working days of receiving the Investigator's report, the College is to render a decision. This decision must be expressed in writing to both the complainant and respondent. The 15 working days may be extended should extenuating circumstances exist.
- b) If the decision or action taken by the College does not constitute a disciplinary action as defined by relevant Collective Agreements or College Policy, the appropriate supervisor shall monitor compliance by the respondent. Once satisfied that compliance has been effected, the supervisor shall inform the complainant.
- c) If disciplinary action is taken and is subsequently overturned by a higher authority or by grievance and arbitration procedures, the complainant, the Coordinator for the Centre for Equity, and the supervisor shall be notified.

17. Files of Complaints Resolved Formally

- a) Each Investigator shall maintain his or her own files of formal complaints which shall include a summary of the investigation, the record of resolution, the sanction, if any, and the result of any appeal or grievance.
- b) A copy of the Investigator's report shall be provided to the President of the College, the Director of Human Resources, the Centre for Equity, and the supervising manager of the respondent.
- c) Even if no person has complained about a violation of this policy, senior administration may initiate an investigation where the College reasonably believes that discrimination, harassment and/or bullying may have occurred.
- d) This code does not interfere with the rights of members to seek legal counsel.

18. Sanctions

- a) The College may impose one or more of the following sanctions:
 - A written reprimand;
 - Imposed conditions;
 - Payment as compensation for damage or loss of property;
 - Correction of a situation which the individual created or helped to create;
 - Continued suspension or expulsion
- b) Failure to comply with imposed sanctions may result in further College action.

19. Appeals

- a) A staff member may seek appeal through the grievance procedures of the relevant Collective Agreement, the Terms and Conditions of Employment for Administrative Staff or the grievance procedures contained in College policies and procedures.
- b) A student may seek appeal through the process relevant to their situation:
 - the Cambrian College Academic Grievance Procedure,

- the Discipline Appeal Process attached to the “Procedures for Student Misconduct” document
 - the process attached to the “Residence Rules and Regulations” manual
- c) All other members of the college community may seek appeal through the Office of the President.

20. Management Rights

Even in the absence of a formal complaint under this Code, nothing in the Code prevents the College from investigating, of its own accord, an alleged violation of the Code, where the College senior administration has grounds to believe that such violation has occurred.

21. Complaints Relating to Operations of the Code of Conduct

If a member of the College community considers that the Coordinator has failed to follow the procedures outlined in this Code, with respect to any matter to which the member has been a party, he or she may submit a written complaint to the President detailing the alleged procedural failure. The President shall investigate the complaint and inform the members of the results of the investigation. If, however, the alleged procedural failure refers to actions of the President, then the Chair of the Board shall instead investigate and report as above.

22. The Advisory Committee for the Code of Conduct

- a) The President shall appoint an Advisory Committee for the Code of Conduct (the Committee) composed of the following members:
- One (1) student member;
 - One (1) support staff member;
 - One (1) academic staff member;
 - One (1) administrative member;
 - The Coordinator for the Centre for Equity, ex-officio
- b) The Committee shall select a chair from among its members.
- c) Appointments shall be made for two years, renewable.
- d) The mandate of the Committee shall be to:
- i. Assist the Coordinator in the development and implementation of activities to disseminate information about this Code;
 - ii. Make recommendations to the President on the continued development of the Code of Conduct, as necessary;
 - iii. Receive the annual report of the Coordinator and make any representations to the President with regard to content or implementation of the report, as necessary.
- e) The Committee shall meet at the call of the Chair, or at the call of any three (3) members of the Committee, but no less than twice per academic year.
- f) The Coordinator and the Committee shall respect the confidentiality of all nominative information relating to cases or complaints during discussions about the Code.

Appendix A
Code of Conduct

Related Policies and Procedures that support the Code of Conduct's purpose to respond to complaints about conduct that impacts individual members of the College:

1. Students' Rights and Responsibilities document
2. Procedures for Student Misconduct
3. Residence Rules and Regulations Manual
4. Duty to Accommodate policy
5. Threat Assessment Policy

GLOSSARY

ADVISOR: The coordinator for the Centre for Equity acts as the advisor on all equity related inquiries or complaints by offering advice and opportunity to consult on all subjects related to human rights. The advisor will mediate when appropriate.

ALTERNATIVE DISPUTE RESOLUTION: is a process that parties can use to reach their own agreement without going to court or trial or through a collective agreement grievance procedure. This can include mediation, facilitation, and other dispute resolution techniques. The Centre for Equity normally conducts Alternative Dispute Resolution of matters under this policy.

BULLYING: is the repeated unfavourable treatment of a person by another or others which may be considered unreasonable and inappropriate on college property. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten. It may include physical or psychological behaviour where strength (including strength of personality) and/or a position of power is misused by a person in a position of authority or by a person who perceives that they are in a position of power or authority.

Bullying may be overt or covert.

Overt Bullying

Examples of overt bullying may include:

- abusive behaviour towards another person such as threatening gestures or actual violence including, pushing, hitting, finger pointing, or standing close to an individual in an aggressive manner
- aggressive or abusive or offensive language, including yelling, threats, insults and name calling
- constant unreasonable and unconstructive criticism

Covert Bullying

Examples of covert bullying may include:

- deliberate exclusion, isolation or alienation of the employee from normal work interaction, such as intentionally excluding the employee from meetings
- placing unreasonably high work demands on one employee or student but not on others without good reason
- allocation of demeaning jobs or meaningless tasks only
- undermining another, including encouraging others to "gang up" on the person
- deliberately withholding information that a person needs to exercise her or his role or entitlements within the College
- repeated refusal of requests for help without adequate explanation and suggestion of alternatives
- removing areas of responsibility, without justification, and giving menial or trivial work instead

Bullying does not include legitimate, constructive and fair criticism of a staff member or student's performance/behaviour or the legitimate (i.e. not discriminatory, arbitrary or

abusive) exercise of academic freedom, freedom of thought and inquiry, and expression in teaching and research. An assertive management style is acceptable provided that staff and students are treated with respect and dignity.

*See related definitions under “**Cyber Bullying**”.

CAMBRIAN COLLEGE PREMISES: means buildings and lands owned, leased, operated, controlled or supervised by the College.

COMPLAINANT: a person who makes a complaint relating to issues dealt with through the Code of Conduct.

CYBER BULLYING: Cyber bullying occurs when a person is deliberately bullied, harassed, humiliated, threatened, embarrassed, or targeted by another person through the use of the internet, cell phones, pagers, personal digital devices, computers or other digital technology whether or not they are made over the college's computer system. Some examples of this are in the form of e-mail, instant messaging (IM), chat rooms or bash boards, pagers, blogs, discussion board postings, vote/polling boards, etc.

Cyber bullying can be:

- Threats sent or published online
- Negative comments via text, email, IM, etc.
- Rumours posted on websites or spread online (whether they are true or not)
- Creating a fake profile of another person
- Private photos spread online that you did not authorize
- Unwanted sexual remarks
- Hate speech

Examples:

- Sending e-mails or instant messages containing insults or threats directly to a person
 - Spreading hateful comments about a person through e-mail, instant messaging or postings on Web sites and online diaries
 - Stealing passwords and sending out threatening e-mails or instant messages using an assumed identity
 - Building whole web sites, often with password protection, to target specific students or teachers
 - Posting videos on websites such as YouTube.com
-

DISCRIMINATION: is one or a series of action(s) or any improper or inappropriate behaviour for which there is no bona fide and reasonable justification; and has the effect or purpose of imposing burdens, obligations or disadvantages on members or groups of members based on the prohibited grounds of the Ontario Human Rights Code which are: race, ancestry, place of origin, creed, colour, ethnic origin, citizenship, record of offenses, in receipt of public assistance, age, sexual orientation, disability, marital status, family status or sex.

And/or

that result in the unfavourable, adverse or preferential treatment which negatively affects or could negatively affect the employment status of an employee or the academic status of a student, or the provision of any college service.

Examples include but are not restricted to:

- Refusal to provide goods, services or facilities
- Exclusion from employment or employment benefits
- Refusal to work with, study with or teach someone
- Failure to provide physical access

DISRUPTIVE, THREATENING OR VIOLENT CONDUCT: any behaviour that is violent in nature and results in the assault of another member; or the threat of another member or group of members with physical harm; or causing another member or group of members to have reasonable grounds to fear physical harm; or an act which threatens or violates the rights and safety of any member of the College community; or interferes with the learning/working/social environment.

HARASSMENT: any vexatious comment and/or conduct that is known or ought reasonably to be known to be unwelcome, unwanted, offensive, intimidating, hostile or inappropriate. Single acts of sufficient severity may also constitute harassment. Is defined as:

- I. Engaging in annoying and vexatious conduct or comment towards a member or group of members that is known or ought reasonably known to be unwelcome; or
- II. Which may or may not be based upon one of the prohibited grounds specified in the Ontario Human Rights Code; or
- III. When such conduct has the effect or purpose of unreasonably interfering with a member's work or academic, athletic or artistic performance or of creating an intimidating or hostile environment for work or study.

“Personal Harassment” means one or a series of objectionable and unwelcome comments or conduct directed toward a specific person or group of persons which diminishes the dignity of the recipient(s) and serves no legitimate work or academic related purpose, and/or have the effect of creating an intimidating, humiliating or hostile work or learning environment. Personal harassment can take many forms.

Examples include but are not restricted to:

- Gestures
- Remarks
- Jokes
- Taunting
- Innuendo
- Offensive Graffiti
- Threats
- Display of offensive materials
- Verbal or physical assault
- Shunning or exclusion related to the prohibited grounds
- Imposition of academic penalties
- Hazing
- Stalking

INTOXICATION: is the state of being affected by one or more legal or illegal substances and/or prescribed medications that may impair judgment.

MEMBER: includes students, staff, contractors, visitors, guests and committee members present on any Cambrian College premises.

MOBBING: a form of harassment and is more often covert, using rumour, innuendo, making inappropriate jokes, and public slander. It can be the repeated, malicious mistreatment of a person by one or more people.

NATURAL JUSTICE: Through the principles of natural justice, adequate notice will be given to a person about allegations put forth against them so that they have a reasonable opportunity for preparing and presenting their case. Natural justice also means that the person(s) making the decision will listen fairly to both sides and reach an unbiased decision.

PERSONAL HARASSMENT, PSYCHOLOGICAL HARASSMENT: is deemed to include, but is not restricted to:

“Personal Harassment”:

- Repeated, continuous, or unwarranted threats to terminate employment or contracts for reasons unrelated to performance
- Repeated, continuous, or unwarranted threats to withdraw funding, scholarships or advancement opportunities for reasons unrelated to performance
- Pressure to become involved in anti-social or criminal behavior
- Repeated or continuous incidents of yelling, screaming or name-calling

“Psychological Harassment”:

- Unreasonably questioning someone’s abilities and skills, when not related to appropriate evaluation of performance
- Insulting a person by use of degrading comments or obscenities
- Unreasonably casting doubt on a person’s decision making, when not related to appropriate evaluation of performance
- Making a person perform useless, humiliating or demeaning tasks that are not reasonably expected to be part of that person’s employment
- Excluding or isolating a person by making others avoid her/him
- Ignoring a person in the workplace or classroom
- Excessive criticism of a person’s work or private life, when not related to appropriate evaluation of performance
- Preventing a person from expressing herself/himself

POISONED ENVIRONMENT: is a form of discrimination. It may be created by comments or actions of any persons regardless of her/his position or status. These offensive comments or actions spoil the work, study, housing or other environment. The poisoned environment forms an unequal term or condition of employment, study and/or accommodation, based on a prohibited ground, and is therefore a violation of the right to be free from discrimination. The comment or conduct must be of a significant nature or degree and have the effect of 'poisoning' the work or study environment. A complainant does not have to be a direct target to be adversely affected by a negative environment. It

includes any conduct or comment that creates and maintains an offensive, hostile, or intimidating climate for study or work.

This may include, but is not limited to: exposure to graffiti, signs, cartoons, remarks, exclusion, or adverse treatment.

NATURAL JUSTICE: This requires that adequate notice be given to a person about allegations put forth against them so that they have a reasonable opportunity for preparing and presenting their case, and that the body making the decision listen fairly to both sides and reach an unbiased decision.

REPRISAL: every individual who files a complaint of discrimination or harassment, participates or co-operates in an investigation, provides information relevant to a complaint, or acts in any role under the policy and/or these procedures has a right to do so without reprisal or threat of reprisal.

This may include, but is not limited to: adverse actions by a person, who has the authority to confer, grant or deny a benefit or advancement to the person filing a complaint.

RESPONDENT: The party against whom an equity complaint is brought through the Code of Conduct.

SANCTION: a penalty that acts to ensure compliance to recommendations and/or findings from a formal complaint investigation based on the Code of Conduct.

SEXUAL HARASSMENT: means conduct of a gender-related or sexual nature such as, but not limited to, sexual assault, verbal abuse or threats of a sexual nature, unwelcome sexual invitations, requests, or demands for sexual favours or unwelcome and repeated innuendos or taunting about a member's body or appearance when:

- I. Submission to such conduct is made, whether explicitly or implicitly, a term or condition of a member's employment or educational progress; or
- II. Submission or rejection of such conduct is used as the basis for an employment or academic decision affecting that member; or
- III. Such conduct has the effect or purpose of reasonably interfering with a member's work or academic, athletic or artistic performance or of creating an intimidating or hostile environment for work or study.

Depending on its severity, one action may constitute sexual harassment.

Examples include but are not restricted to: demeaning gestures, remarks and jokes; slurs, taunting, innuendo based on gender or sexual orientation; unwanted physical contact; leering; inappropriate comments about clothing, physical characteristics or activities; unwanted questions or comments about one's private life, sexual orientation, marital or family status; the display of sexually offensive material; solicitation; unwanted attention; implied or expressed promise of reward or benefit in return for sexual favours; implied or expressed threat or act of reprisal if sexual favours are not given; or sexual assault (Criminal Code offense).

STAFF: means any person employed by Cambrian College, whether full time or part time. Students may also be employed as staff of the college and shall be treated as "staff" under this policy where an incident occurs within the scope of their employment.

STUDENT: means a person who is registered in a course of study through Cambrian College and engaged in any academic work which may lead to the recording and/or issue of a mark or grade. Staff of the college may also be students at the College.

SWARMING: is the act of two or more people using harassing behaviours or language to put someone under pressure or stress by physically surrounding, crowding or engulfing them. This is also referred to as **mobbing**.

USE OR DISPLAY OF WEAPONS: use or display of a weapon or any instrument of attack is strictly prohibited, specifically when used to harm or to gain control over another person. E.g. gun, sword, any tool used to injure, incapacitate, capture, or kill someone.

VEXATIOUS: means lacking a sufficient ground and only serving to annoy and distress.

VISITOR: means a person who is attending Cambrian College for educational, employment, recreational or other purposes but is not a student, course participant, staff or other member of the college, as defined by this policy. This would include:

- Members of the local community attending events held on campus or making use of recreational facilities on campus
- Guests of students and staff
- Conference participants staying in residence accommodations
- Contractors or other persons working on Cambrian College premises but not employed by Cambrian College

Appendix C Code of Conduct

Outline of what the Centre for Equity can do for staff and students who feel they have been harassed or discriminated against:

The Centre for Equity

Does

- Provide a neutral, safe and confidential environment to talk
- Listen to concerns and complaints and discusses appropriate options
- Help to evaluate those options
- Assist students and staff in resolving problems
- Mediate conflicts, convenes meetings, engages in "shuttle diplomacy"
- Refer clients to appropriate campus resources
- Provide information about college resources

Does not

- Adjudicate or participate in formal college grievance processes
- Determine guilt of any party in a dispute
- Provide legal advice
- Assign sanctions to individuals
- Replace any official college office, department or process
- Keep extensive records of clients and/or conversations

Examples of Services Provided by Coordinator

- Helps resolve or mediate a dispute with an individual or group.
- Helps decide how to approach a person who you think is causing a problem.
- Discusses how to approach someone who has made an offensive or insensitive comment.
- Assists when you are uncertain what Cambrian policies or procedures apply to your situation.
- Assists when you don't know what individual or college department is appropriate to go to for an answer to a specific question or to obtain a particular service.
- Helps when you feel as if you have been unfairly treated by anyone on campus.
- Helps you evaluate and select among a variety of options to address a concern with a fellow student, staff or department.
- Helps resolve or mediate a non-grade or non-evaluation related dispute with a faculty member