



Policy #:	2-03
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Community Code of Academic, Personal and Professional Conduct (Code of Conduct)
Effective Date:	December 21, 2018
Revision Date:	
Category:	Education/Academics
Approved by:	College Director

COMMUNITY CODE OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT

POLICY STATEMENT

Valemount College is a vibrant community involved in teaching, learning and other educational activities. The college is committed to the respectful and fair treatment of students, fostering a culture of integrity, mutual respect, and responsible behaviors to provide a welcoming, safe, and inclusive environment for all.

PURPOSE STATEMENT

The purpose of this policy is to describe the principles, definitions, expectations, and responsibilities that support a welcoming, safe and inclusive environment as they pertain to:

- Personal and professional conduct
- Bullying and cyberbullying
- Violence against person or property
- Academic integrity

PRINCIPLES

This policy considers the Canadian Charter of Rights and Freedoms, Canadian Human Rights Act, BC Human Rights Code, BC Freedom of Information and Protection of Privacy Act, BC Personal Information Protection Act, the Criminal Code of Canada, and BC's Workers Compensation Act.

To assure administrative and procedural fairness, the Principles of Natural Justice will be the foundation for all investigations, decisions and outcomes.

Valemount College will promote a culture that supports and facilitates the reporting of violations against this policy, will act quickly and reasonably to investigate all reports of misconduct, and will respond in a manner that is intended to minimize harm. Where appropriate, restorative justice forums will be implemented to mitigate and repair harm.

GUIDELINES

Expectations and Responsibilities

All members of the college community have the responsibility to create a welcoming, safe, and inclusive environment. As such, it is expected that all members will behave with integrity, honesty and truthfulness, and will behave towards each other with respect and courtesy.

While this policy applies to all members of the college community, responses to violations and reparations of harm must comply with Valemount College policies, and current legislation, which will override policies if there is a discrepancy. Violations will be addressed as per *Appendix B – Community Code of Academic, Personal and Professional Conduct Procedures*.

Communication and Education

To ensure an understanding of the purpose and principles of this policy, the College will regularly offer information to all members of the community through the College website and publications, faculty presentations to students, new employee documents, and educational sessions to employees.

The College will encourage an atmosphere in which all members of the College community are informed and educated in matters relating to rights and responsibilities in building and maintaining a supportive and safe learning environment.

The College will foster an environment in which its members are encouraged to report concerning, worrying, threatening, and otherwise unusual behaviours to instructors, administrative staff and/or the College Director.

Breaches of the Code of Conduct

When the Code of Conduct is breached, appropriate steps will be taken to investigate and respond appropriately in accordance with the procedures described in *Appendix B – Community Code of Academic, Personal and Professional Conduct Procedures*.

Campus and community safety will not be compromised.

Resolutions will be implemented with the intent of repairing harm and changing unacceptable behaviours.

Appeals Regarding Process

Individuals who wish to appeal a decision made within this policy shall follow procedural guidelines and timelines as outlined in the appropriate policy.

Student appeals arising from processes administered as a result of violating this policy may be addressed through the Student Appeals Policy #2-10.

REFERENCES

APPENDIX B: COMMUNITY CODE OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT PROCEDURES BC Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
BC Human Rights Code
Canadian Charter of Rights and Freedoms
Canadian Human Rights Act
Criminal Code of Canada
Workers Compensation Act

APPENDIX B COMMUNITY CODE OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT PROCEDURES

These procedures are in place to support Policy #2-03, Community Code of Academic, Personal and Professional Conduct. It is the responsibility and expectation of all members of the college community to act in accordance with good citizenship, institutional policies, professional associations' ethical guidelines, and local, provincial, and national legislation. In the event that expected behaviours are not met, and/or violations against persons or property occurs, appropriate procedures and reparations will be implemented, to include:

Employees

Violations of this policy will be addressed through VC Human Resources policies.

Visitors

In the event that the principles and guidelines described within this policy are violated by a visitor, the incident will be referred to the appropriate authority for resolution (e.g. RCMP, College Director or designate).

Students

Violations of this policy will result in reparations and sanctions that are designed to support the victim(s) and provide education and opportunity for learning for the offender, but will not create risk for the institution and/or the community. In some instances, student suspension may be recommended to the College Director.

Violations Occurring Within a Teaching and Learning Activity

A student who has behaved in such a manner as to disrupt the teaching and learning environment will be subject to the following procedures:

- a. In the event that the disruption is such that further instruction is compromised, the instructor may ask the student to leave. If the student will not leave, it may be appropriate to dismiss the class. Safety should be a consideration, and the RCMP will be contacted, as needed.
- b. Following a student's dismissal from the class, the student must meet with the Instructor prior to returning to the classroom. This meeting will be initiated by the Instructor and should occur prior to the next scheduled class to determine an appropriate course of action. If the Instructor feels threatened by the situation, the incident must be reported to the College Director prior to the scheduling of the meeting as alternate steps may be deemed necessary.
- c. If the matter cannot be resolved by the Instructor, the concern must be referred to the College Director for the development of an appropriate course of action. Unless safety is a concern, as determined by the Instructor, the student may return to the classroom, pending a decision from the College Director.
- d. In complex situations the College Director may consider use of the Principles and Procedures outlined in the Student Appeals Policy #2-10.
- e. Depending on the incident, the College Director will determine and communicate in writing to the student and other parties as needed, an appropriate course of action which may include, but is not limited to:
- Verbal reprimand
 - Behaviour contract
 - Restorative justice
 - Remuneration for damages
 - Reporting to law enforcement as is appropriate
 - Non-academic suspension
 - Restricted access to campus
 - Removal from a specific course or program
 - Recommendation for suspension to the Valemount College Society Board of Directors
- f. If necessary, certain College personnel will receive information regarding the incident.

Violations Occurring Outside of a Teaching and Learning Activity

In the event that violations to this policy occur outside of the teaching and learning activity, the matter will be addressed by the College Director.

- a. Any person becoming aware of a violation should report the occurrence to the Executive Assistant or College Director.
- b. The College Director will meet with the involved parties to determine appropriate courses of action which may include, but are not limited to:
- Verbal reprimand
 - Behaviour contract
 - Restorative justice
 - Remuneration for damages
 - Reporting to law enforcement as is appropriate
 - Non-academic suspension
 - Restricted access to campus
 - Removal from a specific course or program
 - Recommendation for suspension to the President of the Board of Directors
- c. The College Director is responsible for communicating in writing, relevant information regarding the determined courses of actions, to the student and appropriate persons. Such persons may include Instructors and the Valemount College Society Board of Directors.

Bullying and Cyberbullying

Bullying and Cyberbullying by a student or another member of the college community should be reported to the College Director, who will meet with the involved parties and determine appropriate courses of action. The course of action will be developed with the intention of providing support to the victim and mitigating risk to the community and the college.

Furthermore, actions should allow for education and learning for the offender. These actions may include, but are not limited to:

- Verbal reprimand
- Behaviour contract
- Restorative justice
- Remuneration for damages
- Reporting to law enforcement as is appropriate
- Non-academic suspension
- Restricted access to campus
- Recommendation for removal from a specific course or program
- Recommendation for suspension to the President of the Board of Directors