



CODE OF CONDUCT POLICY

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Approval Date:	February 2021
Effective Date:	February 2021
Reviewed:	2023

1. Purpose

This Code of Conduct Policy (the “Policy”) confirms the right of every Hanson College (the “College”) community member to a learning and working environment that is free from discrimination and harassment in accordance with the Ontario Human Rights Code (the “Code”).

The Code of Conduct provides guiding principles in terms of the general standard of conduct the College expects from everyone. It is used to communicate that every community member is expected to contribute to the development of a respectful environment by behaving in acceptable ways and by discouraging the offensive behaviour of others. The Policy ensures fairness and consistency in all matters relating to conduct.

2. Definitions

College Community: Students, staff, and visitors of the College.

College Property: Any land owned and controlled, or leased, by the College, inclusive of buildings, learning places, public places, and workplaces.

Misconduct: Behaviour that disrupts the teaching-learning process or interferes with the well-being of other students or employees or causes damage to College Property. Examples of Misconduct include, but are not limited to, the following:

- assault
- all forms of bullying
- all forms of discrimination, including contributing to a poisoned environment
- disruptive, threatening or violent conduct
- harassment
- mobbing
- sexual assault
- sexual harassment
- sexual violence
- workplace harassment
- workplace sexual harassment

Reprisal: Any adverse action against anyone for acting in compliance with the Code, for seeking the application of the Code or for participating in a process arising from the Code.

3. Application/Scope

This policy applies to all members of the Hanson community. It applies to conduct that occurs on College Property, or where College activities or processes are taking place, virtually or otherwise.

Any Community Member found to have violated this Policy is subject to disciplinary sanctions, regardless of the action or inaction of civil authorities. Nothing in this Policy precludes the College from referring an individual matter to the appropriate law enforcement agency before, during, or after a disciplinary action is taken by the College under this Policy. A Community Member may be subject to criminal prosecution and/or civil proceedings notwithstanding and in addition to, disciplinary action by the College against the Community Member under this Code. Examples of such College-related activities may include, but are not limited to the following:

- field placements;

- cooperative education work terms;
- off-campus internships;
- community service, College groups traveling to events off-campus;
- students' activity off campus or students engaged in a club event;
- conference or any event where employees or students represent the College; and
- any contract work for the College.

4. Policy Statements

4.1 The College believes all members of the College Community have the right to study or work in an environment that is safe, secure, and supportive, in accordance with the Code. The College treats students as adults who are responsible for conducting themselves in a manner that respects the rights of employees, other students, and College Property.

4.2 The Code of Conduct offers guidance to the College Community on standards of integrity and conduct. No code can address every situation a person may encounter. As a result, people are expected to be guided by the letter and the spirit of the Code of Conduct and to exercise good judgment. In circumstances where they are unsure as to the proper course of action:

4.2.1 Employees are to seek guidance from their immediate supervisor.

4.2.2 Students are to seek guidance from any of the following:

- Faculty Member
- Academic Administrator
- Academic Advisor
- Campus President
- Student Services Administrator
- Student Representative.

4.2.3 Contractors are to seek guidance from the Manager who procured their services; and

4.2.4 Community members are to seek guidance from the Chief Executive Officers.

4.3 The College expects all College Community members to foster an environment that reflects the College's core values of 'respect' – to enhance every experience for the greater good – and 'excellence' – to drive quality through accountability.

4.4 The College expects employees to promote and support a respectful, inclusive, and safe work environment where everyone is treated with respect and dignity.

4.5 Employees are to act with transparency and impartiality to make sound and unbiased decisions to avoid any perception of conflict of interest.

4.6 Nothing in this policy is meant to prevent persons from respectfully expressing their views within an academic context while respecting the law, respecting academic freedom, and respecting management, employee, student,

and human rights.

4.7 Nothing in the Policy is meant to conflict with the College's obligations to its employees under their employment contracts.

4.8 Students are subject to disciplinary action up to and including suspension or expulsion from the College if they engage in Misconduct.

4.9 The College expects employees to act in a professional manner which includes meeting obligations, being truthful, being cooperative with college administration, maintaining integrity in their work, and civility in their conduct and communications.

4.10 Employees are to ensure that their conduct does not jeopardize the good order and proper functioning of college operations.

4.11 Every member of the College Community is responsible for the proper functioning of the Policy.

4.12 Every College employee is responsible for reporting conduct that contravenes the Policy to their supervisor.

4.13 Every person has the right to communicate concerns related to potential breaches of the Policy without Reprisal or threat of Reprisal.

4.14 Every person has the responsibility to cooperate in efforts to resolve concerns raised under the Policy and shall have the right to do so without Reprisal or threat of Reprisal.

4.15 Breaches of College policies by employees, including this Policy, may result in disciplinary action up to and including termination, where applicable.

5. Responsibilities and Accountability

Dean, Academic Excellence and Compliance is responsible for:

- Ensuring the development, review, and availability of this Policy.

Campus President is responsible for:

- Receiving and acting on complaints and concerns from students and employees.
- Advising College administrators regarding the Policy and its processes.
- Forming and leading the Incident Resolution Committee.
- Assigning a formal investigator (internal or external).
- Assisting supervisors with the implementation of decisions flowing from their accountability under the Policy.
- Reporting to College executive management on matters appropriate to their level of accountability.
- Ensuring that students and employees cooperate with processes related to the Code of Conduct.
- Holding students, employees, and management accountable.

Academic Administrators are responsible for:

- Receiving complaints or concerns related to potential breach of the Policy.
- Participating in investigations as part of the Incident Resolution Committee.
- Gathering preliminary information in order to assess a concern.

- Advising members of the College Community about matters related to the application and interpretation of the Code of Conduct.
- Providing education and awareness on matters related to the Policy.

College Staff and Faculty are responsible for:

- Being familiar and complying with the legislation and regulations that affect how they carry out their duties.
- Being familiar with the College policies relevant to their responsibilities and conducting themselves in a manner consistent with those policies.

Students are responsible for:

- Being familiar and complying with the requirements of this Policy.

6. Related Policies/Directives/Legislation

Students' Rights and Responsibilities Policy
Student Complaints Policy
Incident Reporting Protocol
Hanson's Respect in the Workplace Policy (employees)
AODA Policy (employees)
Health & Safety Policy (employees)
Sexual Assault and Sexual Violence Policy and Protocol
Human Rights Code, Ontario, RSO 1990, c. H. 19
Criminal Code, Canada, RSC, 1985