

# INCIDENT REPORTING PROTOCOL

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## 1. Purpose

Hanson College's Code of Conduct Policy underscores our commitment to excellence, progress, and a socially acceptable behavior standard. It's our promise to provide every student, employee, volunteer, and visitor with a safe and respectful environment. The **Incident Reporting Protocol** complements but does not alter, the existing student rights and responsibilities, ensuring the college's ethos is upheld.

## 2. Definitions

**Code of Conduct Policy:** Hanson College's guide to desired behavior.

**The Incident Resolution Committee (IRC):** (IRC) is comprised of Academic and Campus Administrators.

**Socially acceptable behaviour:** Actions seen as appropriate within our community.

**Safe and respectful environment:** Where members feel protected and valued.

**Student Misconduct:** Any breach of our conduct policy by a student.

**Procedural Process:** Our approach to handling such breaches.

**Roles and responsibilities:** The duties of community members in enforcing this code.

## 3. Application/ Scope

This policy applies to all members of the Hanson community.

### 3.1 Step One: File an Incident Reporting Form

- 3.1.1 **Incident Reporting Form** is completed by the individual who was the perceived victim of the incident or a witness thereof.
- 3.1.2 Operations/Student Services managerial team members are responsible for reviewing and investigating student incidents, conducting disciplinary hearings, and implementing any resolutions, recommendations, and/or consequences deemed appropriate to the severity and frequency of incidents as indicated in the Student Code of Conduct.
- 3.1.3 The completed Incident Reporting Form is submitted to the Incident Resolution Committee (IRC).

### 3.2 Step Two: Incident Report Review Process

- 3.2.1 Incident Resolution Committee (IRC) review submitted *Incident Reporting Forms*.
- 3.2.2 Perform initial investigation, if deemed necessary at the discretion of the Incident Resolution Committee.
- 3.2.3 If necessary, schedule a Disciplinary Hearing.
- 3.2.4 Notify and invite parties involved in the incident.

### 3.3 Step Three: Disciplinary Hearing

- 3.3.1 Parties in attendance: Incident Resolution Committee (IRC), involved parties mentioned (Respondents) within the incident report.

### 3.3.2 Procedure:

- 3.3.2.1 Review and outline alleged violations of the *Code of Conduct Policy*.
- 3.3.2.2 Initiate conflict resolution procedure – hear both sides of an incident.
- 3.3.2.3 Make recommendations and initiate the Resolution Procedure.

### 3.4 Step Four: Resolution Procedure

- 3.4.1 At the conclusion of the disciplinary hearing, if a student is found to be in violation of policies within the **Code of Conduct** appropriate actions (resolutions, recommendations, consequences) should be implemented based on the severity of the incident, frequency, and history of incident occurrences, and academic performance.
- 3.4.2 Disciplinary action will reflect the severity of the misconduct and vary accordingly. The severity of discipline for repeat offenders will result in an escalation in sanctions. Any of the following sanctions may be imposed upon a student found to have committed a breach of Hanson's regulations and policies:
  - 3.4.2.1 **Admonition and Warning** – a notice to the student.
  - 3.4.2.2 **Probation** – a written reprimand for violation of specified regulations.
  - 3.4.2.3 **Behavioral Contract** – a signed agreement between the student and the college.
  - 3.4.2.4 **Loss of Privileges** – denial of access to some or all facilities.
  - 3.4.2.5 **Restitution** – compensation for loss, damage, or injury.
  - 3.4.2.6 **Temporary Suspension** – Full academic week including online classes.
  - 3.4.2.7 **College Suspension** – a definite period of time, after which a student is eligible to apply to return.
  - 3.4.2.8 **College Expulsion** – permanent removal of the student from Hanson.
  - 3.4.2.9 **Trespass** – to Hanson premises and/or any organized events.

### 3.5 Step Five: Incident Resolution Agreement

- 3.5.1 Following the recommendations based on the resolution procedure, a student found in violation of the Code of Conduct Policy will sign an Incident Resolution Agreement to:
  - 3.5.1.1 Acknowledge their policy violation;
  - 3.5.1.2 Accept the consequences thereof; and
  - 3.5.1.3 Keep on file in their student record.

## 4. Responsibilities and Accountability

**Dean, Academic Excellence and Compliance** is responsible for:

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

**Campus Presidents** are responsible for:

- Receiving and acting on complaints and concerns from students and employees.
- Advising College administrators regarding the Protocol 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 protocol.
- Holding students, employees, and management accountable.

**Academic Administrators are responsible for:**

- Receiving complaints or concerns.
- 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 protocol.
- Providing education and awareness on matters related to the protocol.

**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 protocol.

## **5. Related Policies/Directives/Legislation**

Students' Rights and Responsibilities Policy  
 Student Complaints Policy  
 Code of Conduct Policy  
 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*