

## **LEARNER CODE OF CONDUCT POLICY**

### **Policy Statement**

Bow Valley College is committed to establishing and sustaining a positive and dynamic learning and working environment within our diverse College community. Actions of all members of our College community are expected to exemplify our values of excellence, learning centred, accountability, concern for people, integrity, and respect for diversity, teamwork and trust.

While engaged in College activity, Bow Valley College learners must not engage in conducts that:

1. limits the reasonable freedom of other persons to pursue their studies, research, or work in the College or to participate in the life of the College
2. is perceived to be harassing or discriminating against any member of the Bow Valley College community
3. interferes with the operation of the College or causes damage to College property, environment or ecology
4. is violent or threatening
5. a reasonable person would see as inappropriate.

### **Purpose**

This policy provides a framework to ensure that the College operates in a safe, comfortable, consistent and equitable manner.

### **Scope**

This policy applies to Bow Valley College learners regardless of location, including College sanctioned events at any location, or learning modality (e.g., traditional, distance, on-line, practicum, work placement).

### **Principal Objectives**

1. The Bow Valley College community has the right to expect behaviour that follows the Learner Code of Conduct policy.
2. Learners have the responsibility to demonstrate behaviour that follows the Learner Code of Conduct policy.
3. Learners have the right and responsibility to seek assistance and direction from Bow Valley College employees regarding Code of Conduct concerns.
4. Bow Valley College has the responsibility to ensure that the Learner Code of Conduct Policy and Procedure are made available and accessible to learners through appropriate communication methods such as, but not limited to, public folders and intranet for employees and the Student Handbook, student email and New Student Orientation materials for students.
5. Bow Valley College has the responsibility to ensure that all Learner Code of Conduct inquiries and complaints are investigated in a thorough and consistent manner in accordance with the Learner Code of Conduct Policy and Procedure.
6. Bow Valley College has the responsibility to ensure the confidentiality of learner conduct records in accordance with College policy and procedure.

7. The Learner Code of Conduct Policy and Procedure are intended to address authentic allegations of perceived learner misconduct. Allegations that appear to be malicious in nature will be addressed according to College policy and procedure.
8. The Learner Code of Conduct Policy and Procedure govern learner conduct only. The Director, Human Resources is responsible for the administration and communication of the Code of Conduct Policy and Procedure for Employees.

### **Compliance**

College employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedure, and any other attached documentation that relate to their position, employment, or enrolment at the College. Non-compliance may create risk for the College and will be addressed accordingly with reference to disciplinary measures considered in the Code of Conduct.

### **Definitions**

**College community:** Learners, employees, and volunteers, or other individuals who are formally connected to Bow Valley College and who attend any Bow Valley College campus or workplace practicum.

**Discrimination:** Discrimination is defined as unjust practice or behaviour, whether intentional or not, based on race, religious beliefs, colour, gender, gender identity/expression, physical and/or mental disability, marital status, family status, source and level of income, age, ancestry, place of origin, sexual orientation and which has negative effects on any individual or group.

**Harassment:** Harassment occurs when someone is subjected to unwelcome verbal, written, electronic or physical conduct.

**Learner:** A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, “learner” shall be used synonymously for applicants and learners unless otherwise noted.

**Practicum/work placement:** Any placement (volunteer or otherwise) which is part of a learner’s academic program and which places or may place the learner in contact with the public. Practica or work placements include hospital rotations or other clinical placements and placements in work settings selected for career program completion or upgrading work experience courses.

**Violence:** Violence is an attempted, threatened or actual conduct of a person that causes, or is likely to cause, physical or non-physical injury.

**Data Sheet**

**Accountable Officer**

Vice President, Enrolment and Learner Services

**Responsible Officer**

Director, Learner Success Services

**Approval**

**Contact Area**

Learner Success Services

**Relevant Dates**

<b>Approved</b>	<b>April 26, 2014</b>
<b>Effective</b>	<b>April 26, 2014</b>
<b>Next Review</b>	<b>April 2019</b>
<b>Modification History</b>	

**Associated Policy(ies)**

Code of Conduct Policy for Employees #200-1-1  
 Learner Appeals #500-1-12  
 Learner Records and Information Policy #200-1-9

**Directly Related Procedure(s)**

Code of Conduct Procedure for Learners #500-1-1

**Related Legislation**

Including but not limited to:  
*Alberta Human Rights, Citizenship and Multiculturalism Act*  
*Alberta Individuals' Rights Protection Act*  
*Criminal Code of Canada*  
*Occupational Health and Safety Act*  
*Freedom of Information and Privacy Protection Act*

**Attachments (Optional)**

Forms  
 FAQ  
 Matrix