

LEARNER CODE OF CONDUCT POLICY

PLAIN LANGUAGE SUMMARY

Policy Statement

What is the policy?

Bow Valley College wants to have a positive working and learning environment. The actions of everyone at the College are expected to reflect these values:

- excellence
- focus on learning
- responsibility
- concern for people
- honesty
- respect for diversity
- teamwork
- trust

A **Code of Conduct** is a list of rules for your actions or behavior.

When you are at the College:

1. You must not make it hard for other people to study, research, or work.
2. You must not bother or discriminate against anyone at the College.
3. You must not damage College property.
4. You must not be violent or threatening.
5. You must not do anything that a reasonable person would call **inappropriate**.

When something is **inappropriate**, it is **disrespectful** or **unfitting**.

Purpose

What is the policy for?

This policy makes sure the College operates in a way that is safe, comfortable, and fair.

Scope and Compliance

Who does the policy affect?

This policy is for all Bow Valley College learners. It is for learners on campus or at College events. It is also for learners who are in distance or on-line courses, or work placements.

All employees, learners, and contractors at Bow Valley College are responsible for knowing, understanding, and following policies and procedures. Not following this policy may create risk for the College. The College may **discipline** anyone who does not follow this policy.

Discipline or disciplinary measures are when you get a penalty for doing something wrong.

Main Objectives

What are the goals of the policy?

1. The Bow Valley College community has the right to expect learners to follow the Code of Conduct.
2. Learners are responsible for following the Code of Conduct.
3. Learners have the right and the responsibility to get help from Bow Valley College employees about the Code of Conduct.
4. The College is responsible for making the Code of Conduct available in different ways:
 - a. For employees: myCampus
 - b. For learners: the Student Handbook, learner email, and New Student Orientation
5. The College is responsible for investigating all Code of Conduct complaints. The investigations must be complete and fair. They must follow the policy and procedure.
6. The College must keep learner records private.
7. This policy is for authentic, or real, Code of Conduct complaints. The College will investigate any complaint that seems to be false or **malicious**.

When an accusation is **malicious** it means that it is not true and was made to hurt someone.

8. This policy is only for learners. There is a different Code of Conduct policy for employees.

Definitions

College community: The College community is anyone who is connected to Bow Valley College, including learners, employees, and volunteers.

Discrimination: Discrimination is when you treat someone badly or differently because they belong to a group. You may not discriminate against anyone based on:

- race
- religious beliefs
- skin colour
- **gender** or **gender identity**
- physical or mental disability
- whether you are single, married, separated, or divorced
- whether you have children or not
- how much money you earn or how you earn it
- age
- where you come from
- sexual orientation (for example, heterosexual, bisexual, homosexual, etc.)

Gender is whether you are a man or a woman. **Gender identity** is whether you call yourself a man or a woman and how you choose to dress or behave.

Harassment: Harassment is when someone bothers you. Harassment can be spoken, written, electronic, or physical (touching).

Learner: A learner is someone who is registered at the College. The learner may be registered for credit or non-credit courses.

Practicum or work placement: This is any job you do (volunteer or paid) that is part of your program.

Violence: Violence is when you hurt someone, try to hurt someone, or threaten to hurt someone.