

---

# LEARNER CODE OF CONDUCT POLICY

## PLAIN LANGUAGE SUMMARY

### Policy Statement

#### *What is the policy?*

Bow Valley College wants a positive learning and working environment at the College. The College knows that we have a diverse population. The College wants all learners to show our values of respect, inclusion, creativity, teamwork, and resilience.

Bow Valley College learners must not:

1. Make it hard for others to study, research, work, or participate in life at the College.
2. Harass or discriminate against anyone at the College.
3. Interfere with the operation of the College or damage College property or environment.
4. Be violent, threatening, or endanger the health or safety of others.
5. Do anything that a reasonable person would call inappropriate.
6. Break the law or this policy, or any other College policies and/or associated procedures.
7. Break a warning or **sanction** under this policy or any other College policies and associated procedures.

A **sanction** is when you have done something wrong and the College has made a rule or a punishment for you.

Learners who do not follow the rules of this policy may face punishment, up to and including being asked to leave the College.

### Purpose

#### *What is the purpose of the policy?*

This policy makes sure the College is safe, comfortable, consistent, and fair. It talks about the expected behaviour for learners at the College.

The College is a diverse place. When this policy is applied, people should be sensitive to each learner's personal experience. This includes their culture and history and includes Indigenous culture and history.

---

## Scope

### *What does this policy cover?*

This policy is for everyone in the College community. It is for all learner behaviour but does not include academic behaviour (for example, plagiarism).

## Objectives

### *What are the objectives of this policy?*

1. Say that the College has the right to expect learners to follow this policy.
2. Say that learners are responsible for following this policy.
3. Tell people at the College how to get help in following this policy.
4. Make sure this policy is available, for example on the employee portal and College website.
5. Make sure that investigations into code of conduct are fair and consistent.
6. Keep all learner conduct records private.
7. Not allow any reports that are vexatious or malicious. This is when someone makes an accusation that has no reason, in order to cause problems for someone.
8. See the diverse background and experience of our learners and try to understand people's actions.
9. Support learners who are behaving in a way that hurts other people or affects their ability to learn, work, or live.

## Compliance

### *How do you follow this policy?*

Everyone at the College must know and follow all College policies and procedures.

Not following the Policy could create risk for the College and will be dealt with through the appropriate College policies, procedures and contracts.

## Definitions

**Board of Governors:** People who are on the Board of Governors make big decisions about the College. They are chosen by the Government of Alberta.

**College Community:** Everyone at the College when they are participating in College activities. It includes all the learners, employees, elders, independent contractors, suppliers, volunteers, visitors, and members of the

---

Board of Governors. It includes these people when they are at the College, using College property, or participating in College programs, activities, or business.

**Discrimination:** When someone is treated differently because of who they are, when this treatment:

1. Gives a person or group disadvantages or other problems.
2. Limits opportunities, benefits, and advantages available to other people or groups.

This is except for differences which are reasonable in the circumstances or are intended and likely to make things more equal.

**Fit to learn/participate:** When you are able to safely and appropriately participate in College activities.

**Harassment:** Unwanted behaviour that is demeaning, intimidating, threatening, or abusive. This behaviour can be spoken, written, electronic, or physical. It can be one time or more than one time.

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

**Learner Conduct Record:** All the reports and other documents including emails that outline a violation of the Code of Conduct. These are held by Learner Success Services. They are kept separate from the permanent academic record. They will only be included with the permanent academic record in cases where the learner has been suspended, expelled, or banned from campus.

**Real and Substantial Link:** When a reasonable person would think there is a connection between the learner's behaviour and the College.

**Violence:** Any behaviour that causes physical, emotional, or psychological injury. The behaviour can be actual, attempted, or threatened.