



# Respectful and Fair Treatment of Students Policy Pan Canada College

<u>Pan Canada College</u>	<u>04370</u>	
Name of Institution	Institution Number	
<u><b>Respectful and Fair Treatment of Students</b></u>	<u><b>May 1, 2018</b></u>	<u><b>March 01, 2022</b></u>
Name of Policy	Effective Date	Revision Date

The Pan Canada College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on Pan Canada College premises or in the course of activities or events hosted by Pan Canada College the following activities are prohibited:

- Harassment
  - May be physical and/or verbal
    - Physical: a person is harmed or property is damaged
    - Verbal: name-calling, cyberbullying
  - May include any unwelcome comment or action initiated by one person towards another on prohibited grounds (race, religion, gender, disability, age, pregnancy, place of origin, marital status, sexual orientation, family status, etc.) which can cause offence, humiliation, embarrassment.
  - Sexual Harassment (Please refer to Sexual Misconduct Policy)
    - Any unwanted sexual behaviour that interferes with students from learning in the College.
- Bullying
  - Any aggressive behaviour (verbal/physical) intended to cause harm or discomfort to another person. The power of bullies may come from physical size, strength, status, or the peers.
- Violence
  - Any physical harm caused by one to another.
- Any other unwelcomed behavior
- Misconduct against College property
  - Misusing, unauthorized usage, destroying, or damaging College property or intellectual property owned by the College or any of its members.
  - Possession of school property without authorization.
- Possession or usage of dangerous weapons
  - Usage or storage of dangerous weapons or any objects or materials that can cause harm on College premises.
- Alcohol or substance use
  - Distribution or consumption of alcohol or any other illegal substances
- Disobeying other College policies or regulations or laws
  - Violation of any existing College policies and regulations or any other federal, provincial or municipal regulations or laws.



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If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

- Reporting the Prohibited Activity:
  - Any member of the College can report any listed prohibited activities or any concerns related to the prohibited activities. The incident should be reported to Senior Educational Administrator (SEA) by filling out the Incident Form provided by the College.
  - Once the form has been processed, the President or the Senior Educational Administrator (SEA) will determine whether any policies have been breached. This does not determine whether there is a violation of the Criminal Code of Canada.
  - The President and the Senior Educational Administrator (SEA) have the authority to assess the reported incident, make decisions whether the policies have been breached, impose sanctions, and make recommendations for serious or repeated breaches  
(The sooner the incident is reported, the facts of the incident will be more easily established and the offensive behaviour will be addressed faster.)
- Steps for processing complaints of disrespectful and unfair treatment of students:
  - Informal Procedure
    - Students and employees who believe they are victims of any listed prohibited activities are encouraged to seek assistance or intervention and notify Senior Educational Administrator (SEA) by filling out a complaint form (Incident Report Form). Once the Senior Educational Administrator (SEA) is notified, an initial discussion between the complainant and the Senior Educational Administrator (SEA) will be held confidentially. There will be no formal written record at this time, but the complainant will receive different options for the next step. If the complainant decides to proceed with a formal complaint, he or she will be requested a written statement accurately describing the incident. An Incident Report Form will be distributed which will clearly state “prohibited activities”. As Pan Canada College has a zero-tolerance policy on prohibited activities, it will receive prompt attention.
  - Formal Procedure
    - The formal procedure will be initiated if:
      - a) The complainant proceeds with a written Incident Report Form after the informal procedure
      - b) The Senior Educational Administrator (SEA) believes the matter is sufficiently grave.
      - c) The nature of the alleged offence is serious.



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The formal procedure will initiate with distributing the written complaint to the officials. They will promptly conduct any necessary investigation and arrange a meeting with the complainant, the alleged offender, and any other appropriate persons. There will be an official record of the investigation from the initiation to the final decision. If the final resolution is not satisfactory by the complainant, he or she may address the matter for further review and the possibility of involving a third party.

### Disciplinary Sanctions

In the case of a conclusion that a prohibited activity has occurred, the offender will be subject to appropriate disciplinary action which will include suspension, expulsion, or dismissal. Sanctions imposed will depend on the basis of the facts of individual case and any hardship to the complainant and the College.

### Time Limit

Written reasons for the determination will be made within 10 (business) days after the date on which the complaint was made.

### Contact

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- June Kim ([june.kim@pancandacollege.ca](mailto:june.kim@pancandacollege.ca)), **President**