



## Policy and Procedures Community Code of Conduct

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### POLICY STATEMENT

Northlands College is a vibrant adult learning community involved in teaching, learning, and other educational activities. Northlands College is committed to fostering a culture of integrity, mutual respect, and responsible behaviors to provide a welcoming, safe, and inclusive environment.

### PURPOSE

Northlands College is a place for those who are willing to learn and participate in a positive learning environment. The purpose of this policy is to outline for Learners of the Northlands College community the expected values of respect, inclusion, creativity, teamwork, and resilience that they should exemplify.

### SCOPE

The Community Code of Conduct Policy applies to the conduct of all members of the College learning community, including all registered full-time, part-time learners as well as current applicants to Northlands College programs. For learners registered in a brokered program, the policies of the credit-granting institution may supersede this Policy or its associated procedures.

### GUIDING PRINCIPLES

1. **Inclusivity:** All College community members are responsible for creating a welcoming, safe, and inclusive environment. It is expected that the College community behaves responsibly, respects the rights of others, treats others with dignity and respect, and abides by laws and regulations.
2. **Fairness:** All parties have the right to a fair and unbiased process.
3. **Responsiveness:** The College will act quickly and reasonably to investigate all reports of misconduct and will respond in a manner intended to minimize harm.
4. **Restorative:** Where appropriate, alternate resolutions will be implemented to mitigate and repair harm.

### POLICY

1. It is the responsibility of all members of the College community to be familiar with this Policy and to adhere to the standards of conduct outlined in this document.
2. This Policy shall not be used to infringe on academic freedom as it relates to course content and/or delivery.
3. All learners are required to attend class, maintain academic progress, and conduct themselves in a manner that maintains a respectful, safe, healthy, and educationally conducive environment.



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- a. Attendance in all courses and programs is vital. Each program department is responsible for setting specific attendance requirements.
    - i. When setting specific attendance requirements, program departments must take into account any funders' requirements that may exist.
  - b. If poor attendance impacts academic progress, this may trigger the Learner Review Process at the discretion of the program coordinator.
  - c. A learner's academic performance will be considered in determining corrective action for matters of attendance.
4. Specific offenses under this Policy include but may not be limited to any action undertaken by a learner that:
- a. Contravenes any Northlands College policies or procedures;
  - b. Adversely impacts the ability or freedoms of other persons to pursue their studies, research, or work at the College;
  - c. Adversely impacts the learning environment;
  - d. Violates the academic integrity of College programs;
  - e. Constitutes open acts of hate, harassment, or discrimination against any member of the College community;
  - f. Interferes with the operations of the College or causes damage to College property or environment;
  - g. Is violent, threatening, or endangers the health, safety, or well-being of others;
  - h. Violates federal, provincial, or municipal laws, or this Policy, the associated procedures, or any other College policies or procedures; or,
  - i. Any reasonable person would consider inappropriate.
5. All members of the Northlands College community are required to report breaches of this Policy to the appropriate designate of the Office of the Vice President, Learning.
6. Breaches of or violations under this Policy will be addressed through the Learner Review Process to foster learning success.
- a. While the Learner Review Process is underway, interim measures may be imposed by those acting within the scope of their position if the learner's conduct poses an immediate, ongoing, or possible risk of harm to self or to a Northlands College community member.



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- b. The appropriate Director will review and document the imposition of the interim measure to assess and use for guidance in making future decisions.
7. In dealing with learner conduct, the severity and recurrence of the infraction(s) are considered in deciding which step of the Learner Review Process to implement.
8. The Office of the Vice President, Learning shall maintain a comprehensive set of guidelines outlining the review process, recommended consequences for different infractions under this policy, and appeals process for learners.

### PROCEDURE

1. When the Policy is violated, appropriate steps will be taken to investigate and respond in accordance with the guidelines maintained by the Office of the Vice President, Learning.
2. Support will be provided to those involved in the Learner Review Process, as available and as required.
3. Learners may appeal decisions made under the jurisdiction of this Policy through the Learner Appeal Process.

### DEFINITIONS

#### Academic Integrity

Behaving with honesty in all work presented towards an academic credential.

#### Interim Measure

A temporary measure implemented by the responsible administrator pending an investigation, resolution, or outcome. In the case of gross misconduct, an interim measure may include suspension for a defined period. An interim measure is not appealable.

#### Misconduct

Non-compliance with Northlands College's expectations of respectful and safe behavior.

#### Learner

A person the Registrar recognizes to be enrolled in, or applying to be registered in, a course and/or program of studies at the College.

#### Support Person

A person who may be present during meetings at the request of either party. This person will not participate or provide comments during meetings and must not have a conflict of interest.



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**Suspension**

The removal of a learner from the College for a period due to gross misconduct.

**Learner Review Process**

The Learner Review Process is designed to help learners improve in areas which are in violation of the Policy. The process includes the learner in defining the problems and determining possible solutions, and is progressive in nature, with the final step being discontinuation if the problem is not remedied.

**AUTHORITY**

- 1. Authority for the implementation, interpretation, and enforcement of this Community Code of Conduct Policy is vested in the Office of the Vice-President, Learning.

Policy Originated: March 29, 1995	Approved by: Board of Governors
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