



CODE OF CONDUCT POLICY

BOG-DG-07

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PREAMBLE

The Code of Conduct has, as its grounding principles, the values of civility, equity, respect, excellence, collaboration, non-discrimination, and an appreciation of diversity as manifested within Dawson College and within society-at-large. The College is committed to promoting the common good, harmonious functioning of the college community, well-being for all, and a healthy and safe learning, working, and social environment.

As such, all persons must at all times adhere to the College's standard of conduct towards other members of the College Community in all of their interactions on college premises.

1. Definitions

a) Activities

Any undertaking or organized event that falls within the mission or operations of the College including courses, internships, laboratories, and other training activities, as well as any social, athletic, or cultural activity with a real and substantive link to the College.

b) College Authority

Designates and includes persons that are responsible for a course, activity, or service, as well as anyone delegated by the Director General to apply the provisions of this policy.

c) College Community

Consists of all students, employees, and employees of associated syndicates at the College including interns, coaches, mentors, and volunteers.

d) College Premises

Buildings and grounds owned or rented by the College or where any activity of the College takes place.

e) Student

Any person enrolled in a program, course, or training activity organized by the College.

f) Employee

Any full-time, part-time, permanent, or occasional employee in any category of employment: teacher, professional, support staff, coaches, tutors, contractual, or management personnel.

g) Discrimination

Direct, indirect, or systemic unfair treatment of a person or class of persons in comparison to others because of race, colour, sex, gender identity, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, disability, or the use of any means to palliate a disability which deprives them of equal rights or privileges in the workplace or place of study.

h) Abuse of Power

Inappropriate and/or illegitimate use of authority, as conferred by hierarchical position, which takes the form of acts, threats, or insinuations which compromise an employee's ability to perform their work or a student's ability to complete their studies. This includes, but is not limited to, bullying, the threat of disciplinary or administrative measures without just or sufficient cause, and the removal of work-related or other rights and privileges.

2. Scope and Jurisdiction

This policy applies to all members of the College Community while in the performance of their work or studies, regardless of the physical location in which they are called upon to complete said work, studies, or activities.

Contractors, their employees and representatives, and visitors to the College as well as any other persons associated with the Dawson College or on College premises are expected to conduct themselves in a manner consistent with the Code of Conduct.

Dawson College has other policies in place that are relevant to issues of behaviour and conduct. This policy complements those and other related college policies and is not

nothing in this policy precludes individuals from exercising their rights under a collective agreement, management agreement, or from seeking alternate routes such as recourse under the law. All members of the Dawson Community are expected to follow all applicable policies.

The Code of Conduct is not to be applied in such a way as to detract from the rights and duties of those with supervisory authority to manage and to discipline employees in accordance with collective or employee agreements and college policies and procedures if necessary.

The Code of Conduct is not to be applied in such a way as to detract from the rights of

4. Respect, Fairness, and Integrity

4.1 Civility

The College expects that all members of the College Community treat each other with dignity, courtesy, politeness, and respect and act with proper regard for others including, but not limited to:

- respecting each other's differences, ideas, and opinions while displaying respect and integrity
- respecting the right of privacy and the confidential nature of information to which one has access.

4.2 Harassment and Violence

The College will not tolerate any form of harassment, violence, or threats. Please refer to Dawson's *Policy to Stem Violence, Discrimination, Harassment, and the Abuse of Power, Policy on Sexual Violence*).

4.3 Cyberbullying

The College will not tolerate online harassment, intimidation, defamation, humiliation, or bullying towards a Dawson College Community member. Please refer to other relevant policies such as Dawson's

4.6 Abuse of Power or Trust

The College expects that any member of the College Community that is in a position of authority over others must act to avoid any situations that might constitute an abuse of power or trust. Please refer to Dawson's *Policy on Sexual Violence and Dawson's Policy to Stem Violence, Discrimination, Harassment, and the Abuse of Power*.

4.7 Fraud

The College will not tolerate fraud, which includes, but is not limited to, gaining advantage through deliberate acts of deception, falsehood, or false pretense.

4.8 Conflict of Interest

The College expects that all members of the College Community will refrain from placing themselves in situations that could be considered a conflict of interest. For employees, please refer to Dawson College's *Policy on Conflict of Interest and Nepotism*.

4.9 Use of Cell Phones and Other Electronic Devices

The College will not tolerate the use of electronic devices for recording purposes where it is prohibited. This includes, but is not limited to, all areas where there is a reasonable expectation of privacy, such as washrooms, changing rooms, and athletic facilities.

The College expects College Community members to use cell phones in a responsible and courteous manner. College Community members are cautioned that taking, sharing, or transmitting photos, videos, and recordings of individuals

4.11 Frivolous Complaint or Dishonest Testimony

The College will not tolerate College Community members knowingly filing frivolous complaints under this policy or acting dishonestly during an investigation.

5. Teaching and Learning Environment

5.1 Teaching and Behaviour in the Learning Environment

The College expects

The College expects that College Community members will return college property when they are no longer a member or when requested by the College.

6.2 Damage to College Property

The College will not tolerate College Community members damaging college property through vandalism, misuse, abuse, negligence, or destruction.

6.3 Theft

The College will not tolerate theft of college or personal property.

6.4 Personal Property

The College expects College Community members to be responsible for safeguarding their personal property. The College is not responsible for the loss of, theft of, or damage to personal property. The College encourages College Community members to report any incident of theft to Security.

6.5 College Gardens and Grounds

The College expects that College Community members will be respectful of College grounds. Walking in gardens or biodiversity zones is solely restricted to designated trails. The College will not tolerate the removal or planting of plant species, removal or release of animal species, and the removal or placing of objects (rocks, logs, soil, etc.) on the grounds without prior approval.

7. Safety and Health in the Working and Learning Environment

7.1 Access to the College

The College will not tolerate the presence of anyone being on college premises without a valid reason.

7.2 Identification

The College expects students to have a Dawson College ID card. College authorities may require proof of identity from any person on college premises. Any person who refuses to identify themselves may be immediately removed.

7.3 Keys and Door Codes to College Facilities

The College will not tolerate the non-authorized use, sharing, or duplication of keys or door codes providing access to college facilities.

7.4 Peaceful Premises

The College will not tolerate public statements which threaten or incite violence against any group or individual.

The College expects that noise be maintained at an acceptable level.

7.5 Dress Code

The College expects employees and students to wear attire and footwear appropriate for college activities. .

Certain learning environments, such as athletic facilities, laboratories, and workshops, may be subject to dress code for reasons of safety and/or hygiene. Additionally, students participating in internships and clinical placements may be subject to specific dress code requirements.

While recognizing an individual's right to self-expression, the College will not tolerate College Community members wearing clothing with images or language that contains hate speech, pornography, or advocates discrimination or violence against a person, or a group of persons.

7.6 Weapons

In accordance with Anastasia's Law (*Act to Protect Personi*~~7~~*ttith y Perso s*

prior to their event. In certain cases, a permit from the *Régie des Alcools, des courses et des jeux du Québec* may be required.

The College will not tolerate College Community members being intoxicated on college premises or during college activities.

The College will not tolerate College Community members promoting, on college premises, the consumption of alcohol in their advertising of an event.

7.12 Beverage or Food Consumption

The College will not tolerate, for reasons of hygiene, safety, and respect for persons and the environment, the consumption of food or beverages in prohibited areas.

7.13 Gambling

The College will not tolerate College Community members gambling on college premises except where authorized by College authorities and where the organizers have obtained a permit from the *Régie des alcools, des courses et des jeux du Québec*.

8. Professional Administration and Protection of Information, Intellectual Property, and Other Assets

8.1 Confidentiality

The College expects that College Community members who have access to confidential information will proceed in such a way as to protect it and use their access solely for the purposes for which it is intended. For more information, please refer to the *Act respecting Access to documents held by public bodies and the protection of personal information* (CQLR, c. a-2.1) and Dawson's *Framework Policy on Information Security*.

8.2 Computer Systems

The College expects College Community members to use information software, systems, and technology owned by the College exclusively for educational and

administrative purposes and shall be used in accordance with the procedures described in in the *IT User Policy*.

The College will not tolerate College Community members using computers

8.7

The College expects students to appear at meetings convened by the Director of Student Services, the Sector Deans, or their delegates. They may consult with the Ombudsperson if they have questions regarding the Code of Conduct or would like to learn further about the appeal process (Article 10.3).

10.1 Composition of the Student Disciplinary Committee

The Student Disciplinary Committee shall consist of five (5) members:

1. The Director of Student Services' delegate (Chair)
2. One employee appointed by the Director of Student Services
3. Two (2) students appointed by the Dawson Student Union
4. Ad-hoc member designated by the Director of Student Services in relation with the nature of the offence.

Please refer to the Appendix for the procedures of the Student Disciplinary Committee.

10.2 Student Sanctions

Any student who contravenes a provision of this policy is liable to sanctions proportionate to the gravity of the act. College authorities reserve the right to contact police authorities when deemed necessary.

Immediate removal from the premises

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Letter of reprimand

In cases where a sanction is not warranted, a letter of reprimand may be sent to the student.

Code of Conduct probation

Conditions and restrictions as part of probation will be imposed through a written behaviour contract. Further sanctions may be imposed if the conditions and restrictions set out in the probation contract are not respected.

Temporary suspension

During an inquiry into a possible violation of this policy by a student, the Director of Student Services, the Sector Dean, or their delegate may, if justified by the gravity of the offence, suspend that student's right of access to the College until a decision regarding that student has been taken. Such a suspension may not exceed five working days. In exceptional cases, this suspension may be renewed for a period not exceeding five working days.

Suspension

The Director of Student Services, the Sector Dean, or their delegate may suspend a student who has committed an offence under this

Expulsion

Where required due to the gravity of an offence, the Director of Student Services or the Sector Dean may recommend to the Academic Dean that a student be expelled from the college. The student may be prohibited from accessing college premises.

The student is entitled to be informed of possible recourse at the time the sanction is imposed.

10.3 Student Recourse and Appeal Process against Sanctions

A student who is subject to a sanction, other than immediate removal from the premises, may request that the Director General review the sanction if new evidence has surfaced or if the disciplinary procedures were not followed. Please refer to the Appendix for the Appeals procedures.

11. Resolutions, Sanctions, and Recourses - Employees

Any employee who contravenes the provisions of this policy may be liable to disciplinary measures. These will be determined by Human Resources in accordance with the applicable collective labour agreement, the *Act respecting Labor Standards* or the *Policy for Management Personnel and le Règlement des conditions de travail des cadres*.

11.1 Employee Recourse against Sanctions

When a college employee is subject to a sanction, the applicable recourses are those provided in the *Act Respecting Labor Standards* CQLR, Chapter N-1.1, the applicable collective agreements, or in the *Policy for Management Personnel and le Règlement des conditions de travail des cadres*.

12. Sanctions with Regard to Other Persons Participating in College Activities

When a person other than a college student or employee commits an offence under this policy, College authorities may:

14. APPLICATION

The Director General is responsible for applying this policy. In the event the Director General is directly named in a complaint under this policy, the Chairperson of the Board of Governors will be responsible for applying this policy.

15. Final Provisions

This policy is approved by the Board of Governors and comes into force on August 1, 2021.

This policy will be reviewed yearly for three years following its enactment. Subsequently, it will be reviewed every five years.

This policy replaces the *Student Code of Conduct*.

April 29, 2021. The writing committee wish to acknowledge the fact that certain articles were written using the following sources: Vanier College, Concordia University, Queen's University, St-Lawrence College (Ontario), Algonquin College, Cape Breton University, Sault College.

3. Process

- a) The chair of the committee will begin by introducing the members of the committee and detail the allegations including the specific violation of the Code of Conduct and the purpose of the hearing.
- b) A member of the committee will be designated to take notes during the meeting.
- c) The student or group of students will be given an opportunity to respond to the allegations, ask questions, and discuss any documentary evidence.
- d) Members of the committee will be given time to ask questions to the student or group of students in relation to the allegations that were brought forward or for clarifications to their response(s) to the allegations.
- e) At the end of the hearing, the chair will verify with the student or group of students if they wish to make any closing remarks.

4. Recommendation

Once the student or group of students leave the hearing, the committee will deliberate and come to a consensus by majority regarding its recommendation to the Director of Student Services concerning whether the allegations are founded or unfounded and what sanction(s) to impose, if applicable. The recommendation should not contravene other college policies. The Chair of the Disciplinary committee will provide a signed, dated, and reasoned recommendation to the Director of Student Services.

5. Decision

The Director of Student Services, after receiving the recommendation from the chair of the Disciplinary Committee, will render their decision to the student or group of students within 48 hours of the hearing including the right to request an Appeal, if applicable.

Article 10.3 APPEAL PROCESS

A student who is subject to a sanction, other than immediate removal from the premises, may request that the Director General review the sanction if new evidence has surfaced or if the disciplinary procedures were not followed. In order to have a sanction reviewed, the following steps must be taken:

1. The student must file a written request for appeal with the Office of the Director General within five (5) working days from the time the sanction is imposed.
2. The student must justify the request to cancel or modify the sanction that was imposed.
3. The Director General will consider the request and determine whether to grant an appeal.
4. Should the Director General request to meet with the student, the student may be accompanied by a representative of the Dawson Student Union or a Dawson Community member who they can appoint as an advocate. Other individuals will be considered on a case-by-case basis but will have no standing in the meeting.
5. The Director General will have (5) working days to render a decision from the time they receive the request. The Director General may uphold, cancel, or modify the sanction. This decision is final and without appeal.