



<b>Category:</b>	<b>Human Resources</b>
<b>Approved By:</b>	<b>Senior Administrative Team (SAT)</b>
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<b>Policy Sponsor:</b>	<b>President and CEO</b>
<b>Policy Administrator:</b>	<b>VP People and Engagement</b>

## **Respectful Campus Policy**

### **Purpose**

The purpose of this policy is to set out the principles and standards of professional conduct expected of all members of the college community in order to make every reasonable effort to provide a respectful campus environment free from discrimination, harassment, and violence.

### **Scope / Limits**

This policy applies to members of the college community and to all aspects of Lethbridge College's campus environment, which includes both physical locations as well as virtual space. This policy does not apply to students (refer to policy relating to student rights and code of conduct).

This policy does not limit the right of a complainant to make inquiries or register a complaint with any external agencies, such as the Alberta Human Rights Commission.

### **Definitions**

**Discrimination and harassment** includes any unwelcome behavior or communication directed towards a person or members of an identifiable group based on a prohibited ground of discrimination. Prohibited grounds include the following: race, religious beliefs, color, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, source of income and sexual orientation. (As defined by the Alberta Human Rights Commission) Excluding a person from a right or privilege to which they would otherwise be entitled, because of a prohibited ground, would constitute prohibited conduct.

**General harassment** includes any unwelcome verbal or physical behavior that unreasonably interferes with work/learning or creates an intimidating, hostile or offensive work/learning environment. General harassment can include, but is not limited to, remarks, jokes or actions which demean or humiliate another person and which deny individuals their dignity and respect. General harassment can also include bullying. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

**Members of the college community** includes employees, visitors, volunteers, third party contractors and their employees engaged in activities related to their contracts with the college.

**Employee** means any person on the payroll of Lethbridge College.

**Volunteer** means any person performing an unpaid service for Lethbridge College.

**Contractor** means any person, partnership or group of persons who, through a contract, agreement or ownership, provides services to the college.

**Visitor** means any person accessing Lethbridge College facilities who is not an employee, volunteer, or contractor.

**Professional conduct** refers to behaviour that is consistent with members of the college community proceeding in their daily duties in a manner that upholds the dignity of their profession, and/or exhibits a commitment to excellence in learning and teaching, and a concern for the well-being of others.

**Student** is a person who accesses college learner services, has applied to or is enrolled in Lethbridge College, or who is attending Lethbridge College while being registered in a course/program offered by another institution.

**Violence** means any incident where the attempted or actual conduct of a person causes Members of the college community to be physically or mentally harmed, abused, threatened, intimidated or assaulted. Violence may take many forms, and it may be expressed verbally, through written or electronic communications such as email, internet, telephone, standard social media channels, through actual or threatening physical contact or gestures.

## **Policy Statements**

1. Members of the college community engaged in any activity on college property or in conjunction with the college have the right to an environment that promotes respectful behavior.
2. Lethbridge College strives to provide a campus environment that is free from discrimination, harassment, and violence. The college does not condone these behaviors and they will not be tolerated.
3. Members of the college community are expected to:
  - a) share the responsibility of establishing and maintaining an environment of respectful behavior and to engage in professional conduct in all respects of college related activities;
  - b) make every reasonable effort to prevent, identify, and report any actions of discrimination, harassment, or violence that have been committed or that they reasonably believe may have been committed in conjunction with the procedures related to this policy; and
  - c) act in compliance with all applicable laws and regulations when fulfilling their obligations to and interacting with the college; when appropriate, investigations may be handled by outside authorities.
4. All violations of this policy will be investigated in a fair, just, equitable and timely manner and dealt with accordingly in conjunction with the procedures related to this policy (refer to Appendix A).
5. Actions taken under this policy may include discipline up to and including termination of employment, denial of access to the college, and/or legal sanctions.

## **A: Policy Supports**

[Respectful Campus Procedures – \(Appendix A\)](#)

## **B: Legislated References**

Alberta Human Rights Act  
Criminal Code of Canada  
Alberta Occupational Health and Safety Act, Regulation and Code

## **C: Other References**

- Information on Bullying (available from Human Resources)
- Tips for Preventing and Managing Incidents of Violence or Harassment (available from Human Resources)
- Respectful Campus Animated Video and Employee FAQ on [The Owl](#) (login required)
- Respectful Campus Animated Video access on [Vimeo](#)

## **D: Related Policies**

Academic Accommodation for Students with Disabilities  
Alcohol, Tobacco and Cannabis  
Information Technology Security  
Lethbridge College Code of Conduct  
Health and Safety  
Social Media  
Use of Information Technology Resources  
Workplace Relationships 6.31  
Board of Governors:  
    EL-2 Treatment of Staff



<b>Parent Policy:</b>	<b>Respectful Campus</b>
<b>Effective Date:</b>	<b>September 13, 2018</b>
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<b>Policy Sponsor:</b>	<b>President and CEO</b>
<b>Policy Administrator:</b>	<b>VP People and Engagement</b>
<b>Appendix A</b>	

## **Respectful Campus Procedures**

### **Part A: Definitions**

**Complainant** means the individual who signed the written complaint.

**Members of the college community** includes employees, visitors, volunteers, third party contractors and their employees engaged in activities related to their contracts with the college.

**Employee** means any person on the payroll of Lethbridge College.

**Volunteer** means any person performing an unpaid service for Lethbridge College.

**Contractor** means any person, partnership or group of persons who, through a contract, agreement or ownership, provides services to the college.

**Visitor** means any person accessing Lethbridge College facilities who is not an employee, volunteer, or contractor.

**Respondent** means the person who is alleged to have violated the Respectful Campus Policy.

### **Part B: Roles and Responsibilities**

All members of the college community have the responsibility to:

1. Act respectfully towards other individuals participating in any college sponsored activity.
2. Ensure their own immediate physical safety in the event of workplace violence, reporting the incident to the police and/or a supervisor, manager, visitor or volunteer coordinator as soon as reasonably possible.
3. Cooperate with any efforts to investigate and resolve matters arising from this policy.
4. Maintain the confidentiality of all stakeholders where there is an alleged violation of this policy. This includes keeping all information related to the complaint and investigation process confidential. Where a disclosure of information is necessary, information will only be shared with parties that have a legitimate need to know, or as required by law.

5. Report any concerns and/or complaints regarding violations of this policy to the appropriate supervisor, administrator or a human resources representative without fear of reprisal.
6. Take appropriate action when an occurrence of conduct in conflict with this policy is observed or disclosed to them.
7. Promote a nonviolent workplace.

In addition to the above, supervisors, managers, and administrators, coordinators of volunteers and organizers of events are responsible to:

1. Provide immediate intervention and develop workplace arrangements that minimize the risk of workplace violence.
2. Ensure this policy and its procedures are reviewed with their relevant groups at least annually.
3. Identify training needs for members of the college community.
4. Ensure that members of the college community understand who to contact regarding concerns about this policy and/or its reporting process.
5. Ensure the security and safety of all parties involved in an investigation of an incident of workplace violence.
6. Support the resolution of observed or disclosed contraventions of this policy.

## **PART C: General Procedures**

1. Anonymous complaints will not be accepted under this policy. When a complaint is filed, the respondent has a right to know about and respond to the allegations made against them. While anonymity cannot be guaranteed during the investigation process, confidentiality will be maintained and reasonable steps will be taken to protect against retribution or coercion of individuals who report or are involved in the investigation of allegations of misconduct. Safe Disclosure Policy provides a mechanism for anonymous disclosures where an individual would like to anonymously disclose a situation they believe to be unlawful or dangerous to the public.
2. Knowingly submitting a vexatious claim or a claim without reasonable cause is a violation of this policy and will be dealt with according to the procedures in Part F: Disciplinary Procedures.

## **PART D: Complaint Procedures**

1. If a member of the college community discovers a situation where they are concerned for the safety of themselves or another member of the college community, the situation should be reported immediately to Security Services and/or Human Resources. If the situation warrants, City of Lethbridge emergency services should be contacted by dialing 9-911 from any college telephone.

Lethbridge College Security Services  
24 hours a day, seven days a week  
CE 1301  
Phone: 403-320-3206

Human Resources  
8:30 a.m. to 4:30 p.m. Monday to Friday  
PA 1120  
Phone: 403-320-3378

## **Informal Complaints**

1. Where a member of the college community believes there has been a violation of this policy they are encouraged to attempt reconciliation by speaking directly to the individual(s) involved with the concern being raised. Individuals may request support from a human resources representative, manager or supervisor to communicate their concerns to the respondent.
2. Where a complaint involves the individual's supervisor, the situation may be discussed with the supervisor's manager or the Director Human Resources in an effort to find resolution before filing a formal complaint.
3. Where an informal resolution is not practicable or is unsuccessful, the concern must be brought to the attention of the next most senior college employee and/or the Director Human Resources so that a mediated resolution can be reached. This may involve a meeting of the parties involved in order to achieve a satisfactory resolution to the matter.
4. Where a satisfactory resolution has not been reached through informal discussion and/or mediation, or the nature of the complaint warrants, the complainant must be referred to the VP People and Engagement, or delegate to initiate the formal complaint process.

## **Formal Complaints**

1. Where steps to resolve the complaint informally have not been successful, or the nature of the complaint warrants, a formal complaint should be forwarded to the VP People and Engagement.
2. Complaints must be made in writing and contain sufficient detail to allow the respondent to understand the matter under review.
3. The VP People and Engagement may attempt to reconcile and/or mediate the issue or initiate an investigation.

## **Part E: Investigation and Response Procedures**

1. When it has been determined by the VP People and Engagement that an investigation is the appropriate course of action, the complainant and respondent will be notified of the investigation.

2. Investigations will be conducted by an appropriately trained investigator. An independent external investigator may be secured at the discretion of the VP People and Engagement.
3. Investigations will be conducted in a way that upholds the principles of procedural fairness, timeliness and the safety and well-being of the individuals involved.
4. During the course of the investigation, the investigator will:
  - a. gather enough information to determine if a violation of this policy has occurred;
  - b. provide the respondent with a summary of the allegations and/or a statement of the alleged conduct;
  - c. provide the respondent with an opportunity to respond to the complaint and/or alleged conduct;
  - d. interview the complainant, respondent and if necessary, any witnesses; and
  - e. review relevant documentation.
5. The investigator will prepare and submit a written report to the VP People and Engagement that includes:
  - a. an account of the complaint;
  - b. an overview of the process followed and how the investigation was conducted;
  - c. a summary of the relevant facts; and
  - d. the investigator's conclusions.
6. Records related to the investigation will be held in accordance with the Lethbridge College Records Management Policy.

## **Part F: Disciplinary Procedures**

1. Where it has been determined that there has been a violation of this policy, disciplinary action may be taken as follows:
  - a. Employees may be subject to disciplinary action up to, and including termination and/or legal sanctions.
  - b. Other members of the college community may face sanctions such as the withdrawal of rights and privileges related to a course, a program, services or all activities and resources provided by Lethbridge College whether on or off Lethbridge College property. This may include removal from any volunteer position and/or legal sanctions.