

## Policies – Respectful and Fair Treatment of Students Policy

Guildford College		04470
<b>Name of Institution</b>		<b>Institution Number</b>
Respectful and Fair Treatment of Students Policy	January 1 <sup>st</sup> , 2020	January 1 <sup>st</sup> , 2020
<b>Name of Policy</b>	<b>Effective Date</b>	<b>Revision Date</b>

### Policy:

The Guildford College is committed to ensure that its learning environment promotes the respectful and fair treatment of all students.

The College requires all students and faculty & staff to behave responsibly by complying with this policy and to report unacceptable behavior to SEA. All students/staff/faculty must ensure they do not engage in discriminatory or harassing behavior towards other students or staff members and may be subject to consequential disciplinary action both by the College and legal avenues.

Respectful and Fair Treat Policy applies to all activities students may participate in at the Guildford College including admission, enrolments, teaching, learning, student management, course development, delivery, assessment, examination, and access to resources and facilities.

While on Guildford College premises or during activities or events hosted by the Guildford College the following activities are prohibited: **discrimination, sexual harassment, personal harassments/bullying etc.**

**Discrimination** is when a student is denied or treated less or more favorably than another student due to some identifiable characteristics e.g. age, race, gender, religion, political belief, physical or mental disability, color, place of origin, marital status, family status, sexual orientation, except where there is a legitimate educational requirement. Such behavior will not be acceptable at Guildford College as it will harm the learning environment at the college.

**Bullying** or Personal harassment is objectionable and unwanted behavior that is verbally or physically abusive, vexatious, or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment. Whether it is intentional or unintentional, it adversely affects another individual's or group of individuals' psychological or physical well-being.

**Personal harassment** behavior includes persistent demeaning or intimidating comments, gestures, or conduct; threats to a person's employment or educational status, person or property, persistent comments or conduct, including ostracism or exclusion of a person that undermines an individual's self-esteem. These acts adversely affect the victim's ability to achieve work or study goals. Further, unwarranted, and excessive supervision or criticism of an individual, abuse of



power, authority or position, sabotage of a person's work or academic studies are also not acceptable at the Guildford College.

**Procedure:**

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

Complaint must be filed to SEA within one month of the last incident or harassment, bullying or discrimination. The CEO may waive this requirement depending upon circumstances he/she may feel warranted.

The allegation will be investigated in a fair, confidential and in a timely manner by the SEA while having meetings with concerned parties. SEA will present his/her report within five working days to the CEO for decision. CEO's decision will be final, and copies of that decision will be provided to the concerned parties and all related documents will be placed in Complaints File at the College maintained for the purpose.

The process is exhausted.

