

Respectful and Fair Treatment Policy

POLICY NO.	GC-POL-05
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	January 1, 2020
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.1 (Respectful and Fair Treatment of Students Policy)
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

Guildford College is committed to an educational environment built on the respectful and fair treatment of every student, in every interaction with the College — including admissions, instruction, assessment, and access to College facilities and services. This policy is provided to every student before the start date of their program.

2. Prohibited Conduct

- Discrimination: treating a student unfavourably on the basis of a characteristic protected under the BC Human Rights Code, including age, race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, gender identity or expression, or sexual orientation.
- Sexual harassment: unwanted conduct of a sexual nature (see also the Sexual Misconduct Policy).
- Bullying or personal harassment: objectionable and unwanted conduct, whether verbal, written, or physical, that is abusive, vexatious, or hostile, including demeaning comments, threats, exclusion, excessive or targeted criticism, or abuse of a position of authority.

3. Reporting and Investigation

1. Any member of the College community who experiences or witnesses conduct prohibited by this policy should report it to Student Equity and Advocacy (SEA).
2. A complaint should be raised with SEA within one month of the incident, though later complaints will still be reviewed where reasonable.
3. SEA conducts a confidential investigation and submits its findings to the President & Senior Educational Administrator within 5 working days.
4. The decision of the President & Senior Educational Administrator is final within the College and is documented in the College's Complaints File.

4. Protection from Retaliation

No student will face retaliation, disadvantage, or reprisal for making a good-faith report under this policy. A student who is dissatisfied with the outcome may also raise the matter under the Dispute Resolution Policy.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College