



CODE OF CONDUCT POLICY



D

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.



SCOPE AND JURISDICTION



D

- This policy applies to all members of the Dawson 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 behavior and conduct. This policy complements those and other related college policies and is not intended to supersede any applicable college policy, the provisions of any collective agreements or contracts applicable to employees, or any applicable law.



D

GUIDING PRINCIPLES

- Respect, Fairness and Integrity
- Teaching and Behaviour in the Learning Environment
- Care and Regard for Property
- Safety and Health in the Working and Learning Environment
- Professional Administration and Protection of Information, Intellectual Property, and Other Assets



Respect, Fairness, and Integrity



D

- **Civility** – Treating one another with dignity, courtesy, politeness, and respecting each other’s differences, ideas, opinions and the right of privacy and the confidential nature of information which one has access to.
- **Harassment and Violence** – The College will not tolerate any form of harassment, violence, or threats.
- **Cyberbullying** – The College will not tolerate online harassment, intimidation, defamation, humiliation, or bullying towards any members of the Dawson College Community.
- **Hazing** – Any form of hazing such as pranks, public ridicule, and any activity that does not respect and individual’s rights, integrity, dignity, safety, or well-being is not tolerated.



Respect, Fairness, and Integrity (continuation)



D

- **Discrimination** – The College will not tolerate any form of discrimination described in the *Policy to Stem Violence, Discrimination, Harassment, and the Abuse of Power, Policy on Sexual Violence*.
- **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.
- **Fraud** – Fraud, which includes but is not limited to gaining advantage through deliberate acts of deception, falsehood, or false pretense is not tolerated.
- **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.



D

Respect, Fairness, and Integrity (continuation)



D

- **Use of Cell Phones and Other Electronic Devices**– The use of electronic devices for recording purposes where it is prohibited is not tolerated. The College expects members of the Community to use cell phones in a responsible and courteous manner and are cautioned that taking, sharing, or transmitting photos, videos and recordings of an individual without their consent could lead to disciplinary and legal measures
- **Retaliation**– The College will not tolerate reprisal or threat against any individuals who exercises their rights under this policy.
- **Frivolous Complaint or Dishonest Testimony** – The College will not tolerate any members from the College Community knowingly filing frivolous complaints under this policy or acting dishonestly during an investigation.



D

Teaching and Learning Environment



D

- **Teaching and Behaviour in the Learning Environment**– Teachers are to establish parameters for appropriate student behaviour in their classroom and may dismiss a student who misbehaves in class. The College will not tolerate students refusing to leave at the request of a teacher.
- Students are responsible for knowing and following appropriate standards of behavior as outlined in Dawson’s *Institutional Student Evaluation Policy*.
- **Appropriate use of Electronic Devices, Videos, and Photos in the Learning Environment** – The College would like to provide a distraction-free learning environment and will not tolerate using cell phones and others electronic devices, and/or making audio and video recordings and taking images.
- **Sharing of materials**– The College will not tolerate course material developed by a teacher or student work being disseminated except if authorized explicitly by the author.



D

Teaching and Learning Environment

(continuation)

- **External Activities** – The College expects that students and/or employees who participate in College activities taking place away from Dawson’s Physical campus will respect the Code of Conduct and behave in a respectful manner.
- **Social, Sports, and Cultural Activities**– The College expects that any social, sport, or cultural activity will be conducted in accordance with the college’s principles of civility and respect.
- The right of each person to abstain from participating in non-mandatory activities must be respected.



D



D

Care and Regard for Property



D

- **Use of College Property**– The College expects that movable and immovable college property such as; (materials, tools, equipment, computers, facilities etc.) will be used for its intended purpose and in accordance with college regulations and will return any material borrowed to them when they are no longer a member or when requested by the college.
- **Damage to College Property** – The College will not tolerate College Community members damaging college property through vandalism, misuse, abuse, negligence, or destruction.
- **Theft** - The College will not tolerate theft of college or personal property.
- **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.



D

Safety and Health in the Working and Learning Environment



D

- **Access to the College** – The College will not tolerate the presence of anyone being on college premises without a valid reason.
- **Identification** – The College expects students to have a Dawson College ID card and any person who refuses to identify themselves may be immediately removed.
- **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.
- **Peaceful Premises** - The College will not tolerate public statements which threaten or incite violence against any group or individual and expects that noise must be maintained at an acceptable level.
- **Dress Code** - The College expects employees and students to wear appropriate attire and footwear for college activities on college premises. 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.



Safety and Health in the Working and Learning Environment (continuation)



D

- **Weapons** – In accordance with Anastasia’s Law (Act to Protect Persons with Regard to Activities Involving Firearms) the possession, carrying, storage, and use of weapons is prohibited. Any activities that requires the peaceful use of weapons or realistic facsimiles of weapons (e.g. sword fighting, etc) must receive prior authorization from the College.
- **Hazardous Materials** – Unless authorized, the College will not tolerate on its premises the possession, use or transport of objects, products, or substances (e.g., explosive, biohazardous, radioactive or controlled material) that may present a danger for persons or property.
- **Recreational modes of personal Transportation** - The College will not tolerate the use of bicycles, scooters, skateboards, and other recreational modes of personal transportation devices inside college buildings, unless designated for pedagogical purposes.
- **Animals** - The College expects College Community members who intend to bring animals to the College, obtain prior authorization. Accredited service animals are welcome on college premises.



D

Safety and Health in the Working and Learning Environment (continuation)



D

- **Tobacco, Cannabis, and E-Cigarette Use** – Smoking or the use of e-cigarette use on college premises is not tolerated. The sale of cannabis, tobacco, or nicotine products on college premises is prohibited.
- **Alcohol and Drug Consumption** – The College will not tolerate the distribution, possession, or sale of any drugs.
- **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.
- **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.



D

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



D

- **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.
- **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.
- **College Name, Logo, and Image**- The College will not tolerate College Community members using the College name, logo, or image without express authorization of College authorities.
- **Postings** - Campus Life and Leadership (CLL) must authorize all posters displayed on community bulletin boards.



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

(Continuation)

- **Solicitation, Sales, and Advertising** – The College expects College Community members obtain authorization to advertise, sell, or solicit on college premises.
- **Research** – The College expects that anyone wishing to conduct research involving members of the College Community will abide by the Dawson Policy for the Ethical Conduct of Research Involving Humans.
- **Copyright and Intellectual Property** - The College expects that any use of intellectual property shall be done in accordance with the applicable Canadian laws and international agreements on copyright and intellectual property. The College will not tolerate plagiarism.



D





ROLES AND RESPONSIBILITIES

All members of the College Community are expected to behave in a collegial manner, in accordance with applicable college policies, by-laws, and regulations. This code of conduct applies to the entire Dawson Community.

Roles and Responsibilities

- **Violation of the Code of Conduct**

Any violation of Dawson's Code of Conduct should be addressed directly with the individual responsible for the behaviour. If it is not possible to address the incident, the violation should be reported to Student services, in the case of students. In the case of an employee, they must report the incident to their immediate supervisor.

- **Violence on College Premises**

If you are a witness to an active incident of violence, it must be reported to Security immediately. Do not intervene; instead, ask for assistance from Security.

Any information pertinent to the investigation of an incident of workplace violence should be reported to Student Services, or, in the case of employees, to the individual's immediate supervisor.



D



D

Resolution, Sanctions and Resources – College Students



D

- Infractions occurring in the classroom environment are reported to the Sector Dean. All other infractions are reported to the Director of Student Services for resolution including possible disciplinary measures.
- The College expects students to appear at meetings convened by the Director of Student Services, the Sector Deans, and their delegates
- 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.



D

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



Resolution, Sanctions and Resources – Employees



D

- 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*.
- 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*.



D

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:

- Provisionally or permanently suspend the person's right to benefit from college services
- Provisionally or permanently prohibit the person's access to college premises
- Apply any other sanction under the by-laws or the policies in force at the College.



APPLICATION OF THE CODE OF CONDUCT

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.

This policy comes into force when adopted by the College Board of Governors and repeals any previous version.

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*.





Thank You For Your Attention

If you have any questions, please send them directly to
codeofconduct@dawsoncollege.qc.ca



D