



## **CODE OF CONDUCT POLICY**

**BOG-DG-07**

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Effective: August 1, 2021

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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 his/her work or a student's ability to complete his/her 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 intended to supersede any applicable college policy, the provisions of any collective agreements or contracts applicable to employees, or any applicable law. In addition,

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 unions or employee associations to defend the interests of their members and to exercise their rights under a collective or employee agreement.

Complaints made under the Code of Conduct shall be adjudicated in a manner that is consistent and fair for all parties.

The Code of Conduct applies to any other action that is not specifically described in this policy but which is an offence described in any federal, provincial, or municipal law or regulation, which occurs in the college context.

### **Ambiguities**

Wherever there is doubt or ambiguity regarding any provision of this policy or the procedure to be followed, the interpretation or procedure which appears to be most equitable and consistent with the general purposes and philosophy of this policy shall be adopted. Except for those terms specifically defined in this policy, the terms used shall have their usual meanings.

### **3. General Provisions**

Any person physically present on college premises and/or who participates in its activities is required to comply with the laws and regulations in force in Quebec and the policies and procedures in effect at the College. Failure to do so may result in sanctions administered in accordance with the Code of Conduct. Each person is expected to treat others with dignity and to behave in a respectful manner.

## **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 *Policy to Stem Violence, Discrimination, Harassment, and the Abuse of Power, Policy on Sexual Violence*.

### **4.4 Hazing**

The College will not tolerate hazing activities which includes, but is not limited to, pranks, public ridicule, and any activity that does not respect an individual's rights, integrity, dignity, safety, or well-being. Please refer to Dawson's *Policy to Stem Violence, Discrimination, Harassment, and the Abuse of Power, Policy on Sexual Violence*.

### **4.5 Discrimination**

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

#### **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 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 without their consent could lead to disciplinary and legal measures brought by the individual(s) or the College.

#### **4.10 Retaliation**

The College will not tolerate reprisal or threat of reprisal against any individuals who exercises their rights under this policy or who participate in any proceedings related to this policy.

#### **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 teachers to establish parameters for appropriate student behaviour in their classrooms. A teacher may dismiss a student who misbehaves in class for the duration of that period.

The College expects students to be responsible for knowing and following appropriate standards of behaviour as outlined in Dawson's *Institutional Student Evaluation Policy*. Programs may apply their own process in cases where students contravene the program's Professional Conduct Policy during learning activities such as internships, clinical placements, or extracurricular assignments.

The College will not tolerate students refusing to leave at the request of a teacher. In such cases, the teacher may contact Security for assistance. The College expects teachers to contact Security if they feel that the environment has become unsafe. Teachers may, at their own discretion, refer instances of subsequent misbehavior to the Sector Dean responsible for their program.

#### **5.2 Appropriate use of Electronic Devices, Videos, and Photos in the Learning Environment**

To promote a distraction-free learning environment, the College will not tolerate the following actions during learning activities unless explicitly authorized by the teacher:

- Using cell phones and other electronic devices
- Making audio and video recordings and taking images

Teachers should not refuse reasonable requests to use electronic devices. However, this access may not disrupt the learning environment.

### **5.3 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.

### **5.4 External Activities**

The College expects that students or employees who participate in college activities taking place away from Dawson's physical campus will respect the Code of Conduct. For students, any internship activity or any learning activity is subject to the Code of Conduct or to any other relevant policies, such as Professional Conduct policies as designated in technical programs.

### **5.5 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 College expects that activities to integrate new students or employees will be conducted in a manner respecting the health, safety, and integrity of persons and college property. The right of each person to abstain from participating in non-mandatory activities must be respected.

## **6. CARE AND REGARD FOR PROPERTY**

### **6.1 Use of College Property**

The College expects that movable and immovable college property (materials, tools, equipment, computers, facilities etc.) will be used for its intended purpose and in accordance with college regulations.

The College will not tolerate the use of its property in a manner that is deemed unsafe or dangerous.

The College expects that College Community members using specialized facilities, such as the library, the laboratories, the sports centre (PARC) etc., will comply with the regulations and guidelines specific to these facilities.

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.

## **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**

While recognizing an individual's right to self-expression, the College also recognizes a shared responsibility to maintain an environment free from hate-speech and discrimination.

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.

The College recognizes that 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.

### **7.6 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. The College will not tolerate the use of any object with the intention to injure, threaten, intimidate, or mislead others into believing that their safety is compromised by anyone on college premises.

The College expects that College Community members obtain prior authorization in writing by College authorities for any activity that requires the peaceful use of weapons or realistic facsimiles of weapons (e.g. sword fighting, etc.). These activities will be restricted to specific dates and locations.

### **7.7 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.

The College expects College Community members to follow safety regulations when handling hazardous materials.

### **7.8 Recreational modes of personal transportation**

The College will not tolerate the use of bicycles, scooters, skateboards, and other recreational modes of personal transportation inside college buildings, unless designated for pedagogical purposes.

### **7.9 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.

### **7.10 Tobacco, Cannabis, and E-Cigarette Use**

The College will not tolerate smoking or the use of e-cigarette use on college premises. The sale of cannabis, tobacco, or nicotine products on college premises is prohibited. Please refer to the *Policy for a Smoke-free College*.

### **7.11 Alcohol and Drug Consumption**

The College will not tolerate the distribution, possession, or sale of any drugs.

The College will not tolerate the consumption of alcohol on its premises unless authorized by the College. In such cases, the organizers must first have obtained the proper permit from the *Régie des alcools, des courses et des jeux du Québec*.

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 the *IT User Policy*.

The College will not tolerate College Community members using computers for piracy, cyberbullying, or visiting inappropriate sites for non-educational purposes, namely those containing pornographic or hate-based material.

### **8.3 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.

The College expects that College Community members will only use official college letterhead, electronic versions of the letterhead, or logos in the performance of their duties.

#### **8.4 Postings**

The College expects that College Community members will respect regulations related to information posted on bulletin boards. Campus Life and Leadership (CLL) must authorize all posters displayed on community bulletin boards. Unions, Departments, and Faculty are provided with bulletin boards within the College for posting information, and these do not require CLL approval.

The College will not tolerate College Community members posting anywhere except on the boards designed for this purpose.

#### **8.5 Solicitation, Sales, and Advertising**

The College expects College Community members obtain authorization to advertise, sell, or solicit on college premises.

#### **8.6 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*.

#### **8.7 Copyright and Intellectual Property**

Infringement of intellectual property rights is the reproduction, use, or sharing without permission of a good that is owned by someone else.

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.

## **9. 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. Therefore, they share responsibility in addressing incidents such as:

### **9.1 Violation of the Code of Conduct**

Address incidents of violations of Dawson's Code of Conduct directly with the individual responsible for the behaviour, whenever possible. If the inappropriate behaviour continues, if it is not possible to address the incident with the individual directly, or if one feels uncomfortable addressing a specific situation, the violation should be reported to Student Services in the case of students, or, in the case of employees, to the individual's immediate supervisor. In some cases, informal resolution may be considered to resolve the issue. The Ombudsperson may also provide advice or assistance in cases where students are involved.

### **9.2 Violence on College Premises**

Report any active incident 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. Please refer to *Dawson's Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power*, and *The Policy on Sexual Violence*.

### **9.3 Risk of Violence on College Premises**

Report to Security, Student Services, or, in the case of an employee, to the individual's immediate supervisor.

### **9.4 Harassment and Discrimination**

Please refer to the *Policy to Stem Violence, Discrimination, Harassment, and the Abuse of Power*.

### **9.5 Sexual Violence**

Students can contact the Primary Contact Person in counseling. Employees can contact the Primary Contact Person in Human Resources. Please refer to the *Policy on Sexual Violence*.

## **College Authorities**

As college representatives, College authorities play a key role in the implementation and application of this policy. Their leadership, guidance, and support are the fundamental basis for its implementation. As such, College authorities are responsible for:

- Creating and maintaining a positive and productive learning and working environment
- Leading by example while performing college duties
- Identifying and addressing issues in a timely and fair manner. This involves guiding people to the appropriate resources and, if appropriate for the circumstances, taking disciplinary action(s).

## **10. Resolutions, Sanctions, and Recourses – College Students**

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. At their discretion, the Director or their delegate may deal with the student directly or may convene a Student Disciplinary Committee. In either case, the Director will aim to render a decision to the student or group of students within two (2) working days of the hearing.

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

Employees may ask Security to immediately remove a student who disturbs college activities or threatens or causes harm to members of the College Community. **Employees or students should not attempt to remove students by themselves.**

### Fine or restitution

College authorities may require reimbursement for damaged or misappropriated property. College authorities may impose a fine or, in other cases, reimbursement may take the form of appropriate service or other compensation or restitution.

### 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 policy. A suspension letter will be issued to the student detailing the conditions of their suspension. The length of the suspension will be based on the gravity of the offence committed but cannot exceed three weeks.

#### Conditional exclusion

Exceptionally, a student may be excluded from the College for an extended period if there are reasonable grounds to believe that the student's continued presence may constitute a risk and/or compromise to safety or security within the College. Such extenuating circumstances for a conditional exclusion may include a student in crisis or a student whose apparent physical and/or mental state and/or related conduct is such that they may be or have become a threat to themselves, others, the educational process, or the college community in general. Taking into consideration medical or other relevant circumstances, a conditional exclusion letter will be issued to the student detailing their conditions for potential readmission to the college.

#### 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:

- 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.

## **13. Legal Framework**

This Policy is applied in accordance to applicable laws, bylaws, regulations, and policies, including without limitation:

*Policy to Stem Violence, Discrimination, Harassment and the Abuse of Power,*  
BOG-HR-1

*Policy on Sexual Violence*

*Policy on Conflict of Interest and Nepotism* BOG-CORP-01

*Institutional Student Evaluation Policy*

*Off-Campus Student Travel and Activities Policy* BOG-DG-02

*Policy for a Smoke-free College* BOG-DG-03

*IT User Policy* MGMT-IST-00

*Framework Policy on Information Security* BOG-DG-01

*Policy for Management personnel* BOG-HR-02

*Règlement des conditions de travail des cadres* RLRQ, c. C-29, a.18.1

*Professional employees Collective Agreement* RLRQ, c. R-8.2

*Support staff employees Collective Agreement* RLRQ, c. R-8.2

*Teacher Collective Agreement* RLRQ, c. R-8.2

*Act to protect persons with regard to activities involving firearms* (CQLR, c. P-38.0001) –*Anastasia’s Law*

*Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, A-2.1).

*Quebec Charter of Human Rights and Freedoms* (CQLR, c. C-12)

*Act Respecting Labor Standards* (CQLR, c. N-1.1)

Any Specific Program Policies

#### **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*.

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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.

## **Appendix**

### **PROCEDURES**

#### **Article 10.1 STUDENT DISCIPLINARY COMMITTEE**

**These procedures have been established as guidelines to provide for a fair hearing. The Disciplinary Committee is not bound by them and may make changes to these procedures as required. However, the procedures established by the committee shall include, at a minimum, opening statements by the parties, the presentation of evidence, questioning by members of the committee, representations with respect to desired sanctions, and closing statements. The role of the Chair shall be to preside over the proceedings, keep order, and ensure fairness.**

##### **1. Confidentiality**

The hearing shall be closed and confidential. The members of the committee will maintain the confidentiality of all information, files, documents, materials, decisions, etc. related to the allegation(s) and process. The hearing will be held in a room that will protect the privacy and confidentiality of the hearing.

##### **2. Hearing Request**

The Director of Student Services will inform the student or group of students by email of the time and location where the hearing will be held as well as its duration. The email will also contain the allegations related to the breach of the Code of Conduct and any related evidence, if applicable. They will also be informed that they may be accompanied to the hearing by a representative of the Dawson Student Union or a member of the Dawson Community; other individuals will be considered on a case-by-case basis, and anyone accompanying the student, or the group of students, will not have speaking rights. If the student or group of students fail to attend the hearing without informing the Director at least 24 hours prior to the scheduled date, they may face additional sanctions.

### **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.