

Respectful and Fair Treatment of Students Policy

Purpose

Hanson College, hereinafter called 'Hanson', is committed to ensuring that its learning environment promotes respectful and fair treatment of all students. While on Hanson College premises or during activities or events hosted by Hanson College the following activities are prohibited:

1. Scope

This policy applies to all members of the Hanson community, including students; staff; contractors and their employees; visitors; and committee members. Complaints may be made regarding an alleged violation that has taken place on the premises of Hanson, either rented or owned, or on other premises in the course of any Hanson-sponsored activity or event, where the Complainant is directly affected by the conduct in question. This policy is in effect at all times and is not limited to working days.

2. Definitions

Appendix A lists definitions of some of the items used in or related to this policy.

3. Guiding Principles

- 3.1.** Hanson College is committed to creating and maintaining a positive, safe, and supportive environment for all members of the Hanson community.
Hanson opposes behaviour that is likely to undermine the dignity, self-esteem, or productivity of any of its members and prohibits any form of discrimination or harassment.
- 3.2.** All members of the community are responsible for treating others within the community with courtesy and respect. They are responsible for ensuring that their conduct does not jeopardize the good order and proper functioning of the academic and non-academic programs and activities of Hanson, nor endanger the health, safety, rights, or property of Hanson or its members or visitors.

4. Rights and Responsibilities

- 4.1.** This policy also concerns off-campus conduct that affects a member of the Hanson community's learning and working environment, as well as health and safety
- 4.2.** Conduct considered inappropriate on or off-campus, at school events, at work placements, on sports teams, in student groups, and when acting as a representative of Hanson may result in an imposed sanction.
- 4.3.** Members of the Hanson community will receive assistance in resolving an alleged violation of this Policy, effectively and constructively. Such assistance is available to individuals who believe they have been subjected to conduct that violates this Policy, to individuals against whom a complaint has been filed under this Policy, and to those with supervisory authority who are called upon to

respond to incidents of such alleged conduct.

5. Academic Discretion

This Policy is not to be applied in such a way as to detract from the right of the Hanson Community to engage in the frank discussion of potentially controversial matters, such as race, sex, sexual orientation, politics, or religion. Further, the Policy should not be interpreted in such a way as to limit the use of legitimate instructional techniques, such as irony, argument, conjecture, and refutation, or the assignment of readings that may present a controversial point of view. This Policy also recognises the right to teach according to one's best judgment, within the bounds of the course outline and requirements of competency.

6. Discrimination, Harassment, and/or Bullying

Any staff member, student, or visitor who believes that they have experienced or witnessed discrimination, harassment, and/or bullying should contact the Student Services Department (students or visitors) or the Human Resources Department (employees) for advice and assistance in resolving the matter confidentially and respectfully. The person contacted may coordinate with Student Services as necessary. See Appendix B for further details.

7. Management Rights

Even in the absence of a formal complaint under this Policy, nothing in the Policy prevents Hanson from investigating, of its own accord, an alleged violation of the Policy, where Hanson's senior administration has grounds to believe that such a violation has occurred

Appendix A

GLOSSARY

Bullying

The repeated unfavourable treatment of a person by another or others may be considered unreasonable and inappropriate on Hanson's property. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine, or threaten. It may include physical or psychological behaviour where strength (including the strength of personality) and/or a position of power is misused by a person in a position of authority or by a person who perceives that they are in a position of power or authority. Bullying may be overt or covert.

Overt Bullying

Examples of overt bullying may include:

- abusive behaviour towards another person such as threatening gestures or actual violence including, pushing, hitting, finger-pointing, or standing close to an individual in an aggressive manner
- aggressive or abusive or offensive language, including yelling, threats, insults and name-calling
- constant unreasonable and unconstructive criticism

Covert Bullying

Examples of covert bullying may include:

- deliberate exclusion, isolation, or alienation of the employee from normal work interaction, such as intentionally excluding the employee from meetings
- placing unreasonably high work demands on one employee or student but not on others without good reason
- allocation of demeaning jobs or meaningless tasks only undermining another, including encouraging others to "gang up" on the person
- deliberately withholding information that a person needs to exercise her or his role or entitlements within Hanson
- repeated refusal of requests for help without adequate explanation and suggestion of alternatives
- removing areas of responsibility, without justification, and giving menial or trivial work instead

Cyber Bullying Bullying does not include legitimate, constructive, and fair criticism of a staff member or student’s performance/behaviour or the legitimate (i.e. not discriminatory, arbitrary, or abusive) exercise of academic freedom, freedom of thought, and inquiry, and expression in teaching and research. An assertive management style is acceptable provided that staff and students are treated with respect and dignity.

Cyberbullying occurs when a person is deliberately bullied, harassed, humiliated, threatened, embarrassed, or targeted by another person through the use of the internet, cell phones, pagers, personal digital devices, computers, or other digital technology whether or not they are made over Hanson’s computer system. Some examples of this are in the form of e-mail, instant messaging (IM), chat rooms or bash boards, pagers, blogs, discussion board postings, vote/polling boards, etc.

Cyberbullying can be:

- Threats sent or published
- Negative comments via text, email, IM, etc.
- Rumours posted on websites or spread online (whether they are true or not)
- Creating a fake profile of another person
- Private photos spread online that you did not authorize
- Unwanted sexual remarks
- Hate speech

Premises of Hanson Buildings and lands owned, leased, operated, controlled, or supervised by Hanson International Education & Employment LTD.

Members of the Hanson Community Includes students, staff, contractors, visitors, guests, and committee members present on any Hanson premises.

Discrimination One or a series of action(s) or any improper or inappropriate behaviour for which there is no bona fide and reasonable justification; and has the effect or purpose of imposing burdens, obligations, or disadvantages on members or groups of members based on the prohibited grounds of the Ontario Human Rights Policy which are: race, ancestry, place of origin, creed, colour, ethnic origin, citizenship, record of offenses, in receipt of public assistance, age, sexual orientation, gender identity, gender expression, marital status, family status, or sex/pregnancy. And/ or that result in unfavourable, adverse, or preferential treatment which negatively affects or could negatively affect the employment status of an employee or the academic status of a student, or the provision of any Hanson service.

Harassment

Any vexatious comment and/or conduct that is known or ought reasonably to be known to be unwelcome, unwanted, offensive, intimidating, hostile, or inappropriate. Harassment could be physical or psychological in nature. Single acts of sufficient severity may also constitute harassment is defined as:

- I. Engaging in annoying and vexatious conduct or comment towards a member or group of members that is known or ought reasonably known to be unwelcome; or
- II. Which may or may not be based upon one of the prohibited grounds specified in the Ontario Human Rights Policy; or
- III. When such conduct has the effect or purpose of unreasonably interfering with a member's work or academic, athletic, or artistic performance or of creating an intimidating or hostile environment for work or study.

Mobbing

A form of harassment and is more often covert, using rumour, innuendo, making inappropriate jokes, and public slander. It can be the repeated, malicious mistreatment of a person by one or more people.

Poisoned Environment

A form of discrimination. It may be created by comments or actions of any person regardless of her/his position or status. The poisoned environment forms an unequal term or condition of employment, study, and/or accommodation, based on prohibited ground, and is, therefore, a violation of the right to be free from discrimination. The comment or conduct must be significant or degree and have the effect of 'poisoning' the work or study environment. A complainant does not have to be a direct target to be adversely affected by a negative environment. It includes any conduct or comment that creates and maintains an offensive, hostile, or intimidating climate for study or work. This may include but is not limited to exposure to graffiti, signs, cartoons, remarks, exclusion, or adverse treatment.

Sanction

A penalty that acts to ensure compliance with recommendations and/or findings from a formal complaint investigation based on the Policy of Conduct.

Sexual Harassment

Conduct of a gender-related or sexual nature such as, but not limited to sexual assault, verbal abuse or threats of a sexual nature, unwelcome sexual invitations, requests, or demands for sexual favours, or unwelcome and repeated innuendos or taunting about a member's body or appearance when:

- I. Submission to such conduct is made, whether explicitly or implicitly, a term or condition of a member's employment or educational progress.
or
- II. Submission or rejection of such conduct is used as the basis for an employment or academic decision affecting that member.

- or
- III. Such conduct that has the effect or purpose of reasonably interfering with a member's work or academic, athletic or artistic performance or of creating an intimidating or hostile environment for work or study. Depending on its severity, one action may constitute sexual harassment. Examples include but are not restricted to: slurs, taunting, innuendo based on gender or sexual orientation, gender identity or gender expression; unwanted physical contact; inappropriate comments about clothing, physical characteristics, or activities; sexual orientation gender identity, gender expression, marital or family status; the display of sexually offensive material; solicitation; unwanted attention; implied or expressed promise of reward or benefit in return for sexual favours; implied or expressed threat or act of reprisal if sexual favours are not given; or sexual assault (Criminal Policy offense).

Vexatious

Means lacking a sufficient ground and only serving to annoy or distress.

Appendix B

Examples of what the Student Services Office can do for students and what the HR Department can do for staff who feel they have been harassed or discriminated against:

STUDENT SERVICES OFFICE (non-exhaustive)

Does

- Provide a neutral, safe, and confidential environment to talk
- Listen to concerns and complaints and discuss appropriate options
- Help to evaluate those options
- Assist students and staff in resolving problems
- Mediate conflicts, convenes meetings
- Refer clients to appropriate campus resources
- Provide information about resources

Does Not

- Adjudicate or participate in formal grievance processes
- Determine the guilt of any party in a dispute
- Provide legal advice
- Assign sanctions to individuals
- Replace any official office, department, or process
- Keep extensive records of clients and/or conversations

Employee Services Provided by the HR Department (non-exhaustive)

For Hanson employees, please refer to the Respect in the Workplace Policy for further details.

- Helps resolve or mediate a dispute with an individual or group.
- Helps decide how to approach a person who you think is causing a problem.
- Discusses how to approach someone who has made an offensive or insensitive comment.
- Assists when you are uncertain what Hanson policies or procedures apply to your situation.
- Assists when you don't know what individual or department is appropriate to go to for an answer to a specific question or to obtain a particular service.
- Helps when you feel as if you have been unfairly treated by anyone on campus.
- Helps you evaluate and select among a variety of options to address a concern with a fellow student, staff, or department.