



RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

Excel Career College is committed to ensuring that its learning environments promote respectful and fair treatment of all students. Everyone has a right to be treated with dignity, respect, and to have a sense of belonging. We diligently advocate and promote inclusion, diversity, and equality.

It is expected practice for all employees and students who are involved in or observed an incident to report the information to the Campus Director or the Health and Safety Committee. (For more information, please see Procedures for Students Experiencing Discrimination, Bullying or Harassment)

While on Excel Career College's premises or in the course of activities or events hosted by Excel Career College's the following activities are prohibited:

UNDER THE STUDENT CODE OF CONDUCT, PROHIBITED CONDUCT INCLUDES:

1. Plagiarism or representing another's work as your own.
2. Cheating or aiding another in cheating on any method of assessment.
3. Stealing, misusing, destroying, defacing, or damaging Excel Career College property or property belonging to someone else.
4. Disrupting Excel Career College activities
5. Using Excel Career College's facilities, equipment, services, or computers without authorization.
6. Making false accusations against any member of the Excel Career College community.
7. Supplying false information to Excel Career College or forging, altering, or misusing any Excel Career College document or record.
8. Using, possessing, or distributing illegal drugs.
9. Endangering the health or safety of others.
10. Bullying, or threatening an individual or group.
11. Harassing, intimidating, assaulting, an individual or group.
12. Discriminating against students, staff, or partners working with the college. Discrimination includes, but not limited to the following categories:

- Age
- Abled-differently
- Sexual Orientation
- Status as a Parent
- Religion
- National Origin
- Pregnancy
- Appearance, such as weight, height, size, or other characteristics



Race, Color, and Sex
Financial
Reprisal / Retaliation

13. Sexual misconduct for students at Excel Career College includes the following:

Sexual assault
Sexual exploitation
Sexual harassment
Stalking
Indecent exposure
Voyeurism

Distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video.

Any act of sexual misconduct

Threat to commit an act of sexual misconduct.

14. Storing, possessing, or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, and toxic or otherwise dangerous materials on Excel Career College premises.

15. Encouraging, aiding, or conspiring in any prohibited conduct.

16. Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Handbook.

DISCRIMINATION

Discrimination refers to adverse differential treatment of individuals or groups and is prohibited by the Human Rights Code. The prohibited grounds of discrimination are race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction of a criminal or summary conviction offence that is unrelated to employment or intended employment. It may be intentional or unintentional. Excel Career College diligently strives for inclusivity by acknowledging and respecting the celebratory practices of all cultures while maintaining a strict stance against any negative comments or statements directed at them.

Discriminatory Conduct is defined as:

Unwelcome conduct that is based on or related to one of the prohibited grounds set out above; and that detrimentally affects the learning environment or how accommodation, services, or facilities are provided or lead to adverse education-related consequences for the victim.

BULLYING

Bullying includes any inappropriate conduct or comment by a person towards a person that the person knew or reasonably ought to have known would cause that person to be humiliated or intimidated. It



excludes any reasonable action taken by Instructors relating to the management and direction of students or the learning environment. Bullying can persist over time or can also be a serious one-time incident.

Bullying includes, but is not limited to:

- Intimidation or belittling of an individual, verbally and/or physically;
- Aggressive or threatening gestures;
- Verbal aggression, insults or name calling, derogatory comments, or jokes;
- Sabotaging work;
- Personal attacks;
- Calling someone derogatory names;
- Harmful hazing or initiation practices;
- Vandalizing personal and/or work belongings;
- Spreading malicious rumors;
- Persistent criticism;
- Constant undermining;
- Deliberate exclusion from conversations, be they social or school related;
- Abuse of power.

HARASSMENT

Harassment can be a form of discrimination. It involves any unwanted physical or verbal behaviour that offends, humiliates, threatens, or intimidates someone. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also be considered harassment.

Harassment includes but is not limited to:

Unwelcome remarks or jokes about race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or any other prohibited ground. Threatening or intimidating behaviour. Unwelcome physical contact, such as touching, patting, pinching, or punching, which can also be considered assault.

IMPACT AND INTENT

Acts of discrimination, bullying, and harassment can leave the victim feeling intimidated, humiliated, offended, and excluded. Intent does not determine whether the behaviour is bullying and harassment. A person cannot excuse their behaviour by saying they did not intend it to be humiliating or intimidating. Whatever form it takes, discrimination, bullying and harassment aimed at staff and/or students is always taken seriously and is completely unacceptable.



PROCEDURES FOR STUDENTS EXPERIENCING DISCRIMINATION, BULLYING OR HARASSMENT

If a student believes that they or any other individual has been subjected to discrimination, bullying, or harassment, by Excel Career College staff, another student, or visitor to the campus, these steps should be used to address the situation:

1. Tell the alleged harasser or bully that the behaviour is unwelcome, inappropriate, and unacceptable.
2. If talking to the individual directly is not an option, or after addressing this with the individual, and the behaviour continues, report the situation to the Student Services Manager or Campus Director.
3. Excel Career College will thoroughly, objectively, and promptly investigate complaints of discrimination, harassment, or bullying.
4. The outcome of the investigation will be communicated to the complainant in written form via email.
5. If an investigation confirms that unacceptable behaviour has occurred by a staff member, another student, or a campus visitor, the College will take prompt corrective action to resolve the situation. This may include training and education, facilitated discussion, suspension, or dismissal.
6. In the event of a breach of this policy by a student, the Campus Director will follow the Dismissal Policies and Procedures.