



## **HARASSMENT AND ANTI-RACISM POLICY**

Excel Career College is committed to providing a learning and working environment in which all students are treated with dignity and respect. This Policy aims to prevent and address bullying, harassment, and racism involving students, staff members, and campus visitors, and to establish clear expectations for reporting, responding to, and addressing unacceptable conduct affecting students.

Bullying, harassment, racism, discrimination, or racial harassment in any form will not be tolerated at Excel Career College. Any student who experiences or witnesses any such conduct is encouraged to report it. The College recognizes that bullying, harassment, racism, discrimination, or racial harassment may be direct, indirect, interpersonal, systemic, written, verbal, visual, or behavioural. The College will respond to complaints seriously and in an objective, timely, and fair manner.

This Policy applies to students, staff, contractors, visitors, and other individuals interacting with students in a College context, whether on College premises or off campus during College-related activities, placements, events, communications, or online learning environments.

This Policy does not restrict reasonable actions taken by instructors, administrators, or staff in relation to the management of students, academic performance, classroom conduct, attendance, or the learning environment, provided such actions are carried out respectfully and in good faith.

### **BULLYING**

Bullying includes any inappropriate conduct or comment directed at an individual that the person knew, or reasonably ought to have known, would cause humiliation or intimidation. Bullying may be verbal, physical, social, written, electronic, or psychological. It may occur over time or arise from a serious one-time incident.

Bullying may include, 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;
- Spreading malicious rumours;
- Personal attacks;
- Persistent criticism or constant undermining;
- Deliberate exclusion from conversations or activities, be they social or College-related;
- Vandalizing personal and/or work belongings;
- Harmful hazing or initiation practices;
- Abuse of power



## **HARASSMENT**

Harassment includes any unwanted physical, verbal, written, visual, or electronic behaviour that offends, humiliates, threatens, intimidates, or creates a hostile or poisoned learning environment. Harassment may be persistent or may consist of a serious one-time incident.

Harassment includes, but is not limited to:

- Unwelcome remarks, jokes, or comments;
- Repeated unwanted communication;
- Threatening or intimidating behaviour;
- Inappropriate or unwelcome physical contact;
- Humiliating, insulting, or degrading behaviour;
- Conduct that interferes with a student's sense of safety, dignity, or ability to participate in their studies;

## **RACISM**

Racism includes ideas, actions, comments, behaviours, structures, or practices that discriminate against, stereotype, exclude, demean, or disadvantage a person or group based on race, colour, ancestry, ethnicity, or place of origin

Examples of racism may include:

- Racial slurs or insulting remarks;
- Mocking or stereotyping a person's accent, language, dress, or cultural practices;
- Offensive jokes, memes, or messages based on race or ethnicity;
- Exclusion based on race, ethnicity, ancestry, or place of origin; and
- Conduct that reinforces racial prejudice or bias.

## **RACIAL DISCRIMINATION**

Racial discrimination refers to unfair or adverse treatment of a person or group based on race, colour, ancestry, ethnicity, or place of origin, including conduct that negatively affects access to learning, participation, services, opportunities, or safety.

Racial discrimination may include:

- Treating a student differently because of their race or ethnicity;
- Denying equal access to opportunities, support, or participation;
- Imposing different expectations or standards based on racial or ethnic identity; and
- Conduct that creates barriers to full and fair participation in College life.



## **RACIAL HARASSMENT**

Racial harassment includes unwelcome comments or conduct connected to race, colour, ancestry, ethnicity, or place of origin that offend, humiliate, intimidate, or create a hostile or poisoned learning environment.

Examples of racial harassment may include:

- Repeated racist comments or jokes;
- Derogatory statements about a person's race, ancestry, or place of origin;
- Offensive gestures, images, or symbols;
- Repeated mocking of cultural or ethnic identity; and
- Threatening or intimidating behaviour connected to race or ethnicity.

## **REPORTING PROCEDURE**

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

- Inform the individual that their behaviour is unwelcome, inappropriate, and unacceptable, where safe and appropriate to do so.
- If direct communication is not possible, or if the behaviour continues, report the situation to the Campus Operations Lead.
- Excel Career College will investigate all complaints of harassment, bullying, racism, racial discrimination, or racial harassment in a thorough, objective and timely manner.
- The outcome of the investigation will be communicated to the complainant in writing via email
- If an investigation confirms that unacceptable behaviour has occurred, the College will take appropriate corrective action. This may include training and education, facilitated discussion, suspension, or dismissal.
- In the event of a breach of this policy by a student, the Campus Operations Lead will follow the steps outlined in the Dismissal Policy.

## **NON RETALIATION**

Retaliation against any student who makes a complaint, reports a concern, participates in a review, or provides information under this Policy is strictly prohibited.

## **CONFIDENTIALITY**

Excel Career College will make reasonable efforts to protect the privacy and confidentiality of all individuals involved in a complaint, subject to the need to investigate, respond appropriately, implement corrective action, or comply with legal obligations