

RESPECTFUL AND FAIR TREATMENT OF STUDENTS POLICY

<u>KOOTENAY COLUMBIA COLLEGE</u>		<u>1365</u>
Name of Institution		Institution Number
<u>Respectful and Fair Treatment of Students Policy</u>	<u>August 20, 2017</u>	<u>December 30, 2024</u>
Name of Policy	Effective Date	Revision Date

ALL KOOTENAY COLUMBIA COLLEGE PROGRAMS

Name of Program

Kootenay Columbia College (KCC) is committed to ensuring the respectful and fair treatment of all students.

Students are to be treated with respect by all staff and instructors and are required to assess and work with students in an impartial manner, consistent with the *Employee Code of Conduct Policy* and the *Student Code of Conduct Policy*. KCC staff, instructors and students are to respect the safety, dignity, and fundamental rights of all students associated with KCC. Staff, instructors and students are to promote open and honest communication while respecting human rights, confidentiality and privacy.

While on KCC premises or in the course of activities or events hosted by KCC the following activities are prohibited:

- Bullying or harassing behavior
- Discriminatory behavior
- Use of foul or inappropriate language
- Use of sexual innuendo
- Theft
- Cheating
- Wilful destruction of physical or intellectual property
- Disclosure of personal information unless given express permission by the party involved
- Promotion of personal views of a political or religious nature
- Activities that compromise the safety of students, instructors or staff

If under any circumstances a prohibited activity occurs, the following outlines the process for addressing the activity:

- Bring the concern directly to the Regional Director or Administrator.
- The Regional Director will review all information submitted and may request additional information and submissions from all involved parties. The Regional Director will provide a written decision within 15 days of receiving the complaint and will communicate the decision to the complainant in writing.
- If the complainant is dissatisfied with the decision, they may request a reconsideration within

4 days of receiving it. This decision will specify whether it is final. The Dispute Resolution Review Committee will review all documents and may set up a meeting involving all parties.

- The Dispute Resolution Review Committee will comprise the Regional Director, the Administrator - Academic Services and Campus Operations and the Senior Administrator. The Review Committee may request additional information and documentation.
- The decision of The Dispute Resolution Review Committee will be delivered within 14 days of receiving the request for reconsideration. The reasons for the determination will be included in the determination letter. The decision of The Dispute Resolution Review Committee will be final.
- There will be no fees imposed in relation to the complainant for this dispute resolution process.