Respectful and Fair Treatment Policy

Kootenay Columbia College *Name of Institution*	**1365** *Institution Number*

Respectful and Fair Treatment Policy *Name of Policy*	**December 18th, 2017** *Effective Date*	**April 14th, 2026** *Revision Date*

1. Policy Statement

Kootenay Columbia College (KCC) is committed to creating a learning environment where all students are treated with respect, fairness, and dignity. Everyone has the right to feel safe, respected, and included.

KCC promotes inclusion, diversity, and equality and does not tolerate discrimination, bullying, or harassment in any form.

KCC will:

- Promote awareness of respectful behaviour and student rights
- Provide clear expectations for conduct
- Outline procedures for reporting and responding to concerns
- Ensure complaints are addressed fairly, promptly, and respectfully

All employees and students who witness or experience an incident are expected to report it to the appropriate College authority. (See Section 6: Procedures for Reporting and Response.)

2. Scope and Application

This policy applies to all students, staff, and visitors in connection with KCC activities, including:

- On campus or in College facilities
- In classrooms, practicums, and academic settings
- In online learning environments or communications
- During work placements or field experiences
- At College-sponsored events or activities

3. Definitions

Discrimination: Unfair treatment based on protected characteristics under the BC Human Rights Code, including race, colour, ancestry, place of origin, political belief, religion, marital or family status, physical or mental disability, sex, sexual orientation, age, or unrelated criminal conviction.

Discrimination may be intentional or unintentional.

Discriminatory Conduct includes:
Unwelcome behaviour related to a protected ground that negatively affects a person's learning environment, access to services, or opportunities.

Bullying: Behaviour or communication that a person knows, or reasonably should know, would cause another person to feel humiliated or intimidated.

Bullying may be repeated or occur as a serious one-time incident. It does not include reasonable instructional or classroom management actions.

Examples include (but are not limited to):

- Intimidation or verbal/physical put-downs
- Threatening behaviour or gestures
- Insults, name-calling, or offensive jokes
- Sabotaging work
- Personal attacks
- Spreading harmful rumours
- Persistent criticism or undermining
- Deliberate exclusion
- Misuse of authority

Harassment: Unwanted verbal or physical behaviour that offends, humiliates, threatens, or intimidates a person. It may be ongoing or a serious one-time incident.

Harassment may also be a form of discrimination.

Examples include (but are not limited to):

- Offensive comments or jokes related to protected characteristics
- Threatening or intimidating behaviour

- Unwanted physical contact

4. **Prohibited Conduct**
   While on KCC premises or participating in College-related activities, the following behaviours are prohibited:
   - Plagiarism or presenting another person's work as your own
   - Cheating or assisting others in cheating
   - Stealing, damaging, or misusing property
   - Disrupting classes or College operations
   - Unauthorized use of College facilities or systems
   - Making false accusations
   - Providing false or altered documents or information
   - Possessing or distributing illegal drugs
   - Endangering the health or safety of others
   - Bullying or threatening behaviour
   - Harassment, intimidation, or physical assault
   - Discrimination based on protected characteristics, including but not limited to:
     - Age
     - Disability
     - Sexual orientation
     - Family or parental status
     - Religion
     - Nationality or place of origin
     - Pregnancy
     - Physical appearance
     - Race, colour, or sex
     - Financial status
     - Retaliation or reprisal
   - Sexual misconduct, including:
     - Sexual assault
     - Sexual exploitation
     - Sexual harassment
     - Stalking
     - Indecent exposure
     - Voyeurism
     - Sharing intimate images without consent
     - Threats of sexual misconduct

- Possession or use of weapons, explosives, or dangerous materials
- Encouraging or participating in prohibited behaviour
- Failure to comply with disciplinary actions

5. Impact and Intent

- Discrimination, bullying, and harassment can cause individuals to feel unsafe, excluded, humiliated, or disrespected.
- Intent does not determine whether behaviour is inappropriate. Even if harm was not intended, behaviour that causes harm is still unacceptable.
- All incidents will be taken seriously.

6. Procedures for Reporting and Response

If a student believes they or another person has experienced discrimination, bullying, or harassment, the following steps should be taken:

1. If safe to do so, inform the individual that the behaviour is unwelcome and must stop
2. If this is not possible, or the behaviour continues, report the incident to:
    - **Student Services Coordinator**, or
    - **Vice President, Academics & Operations**
3. KCC will:
    - Review and investigate the report in a fair, objective, and timely manner
    - Ensure confidentiality, as appropriate
    - Provide support to affected individuals
4. The outcome of the investigation will be communicated in writing
5. If misconduct is confirmed, KCC will take appropriate action, which may include:
    - Education or training
    - Mediation or facilitated discussion
    - Suspension or dismissal
6. If a student violates this policy, disciplinary action will be applied in accordance with KCC's Dismissal Policy

7. Protection from Retaliation

- Retaliation, reprisal, or threats against any individual who reports or participates in an investigation are strictly prohibited.

8. Support Resources

- KCC recognizes that these experiences can be distressing. Students may access:
    - College support services
    - Community-based support services
    - Health and mental health resources in British Columbia

9. References

- BC Human Rights Code
- Canadian Charter of Rights and Freedoms
- Workers Compensation Act (BC)

10. Compliance Statement

This policy meets the requirements of the Private Training Institutions Regulatory Unit (PTIRU) under the Private Training Act and aligns with Education Quality Assurance (EQA) standards in British Columbia. It supports Kootenay Columbia College's commitment to a safe, inclusive, and respectful learning environment.