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Code of conduct

Of Collège Canada Inc.

Studies department
COLLÈGE CANADA INC.

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1. PRINCIPLES

This by-law deals with the living and studying conditions at the College. Its objective is to ensure the respect of the rights and freedoms, as well as the recognition of the obligations and responsibilities of all persons who attend the institution, either because they are enrolled in courses, work there or visit its premises.

This by-law also aims to pursue the common good by ensuring the health and safety of all and promoting the best possible living conditions, in order to allow everyone to adequately carry out their activities. Finally, this by-law's purpose is to deal fairly with disputes related to educational activities or to services offered by the College.

The College must ensure an environment that is conducive to the pursuit of learning and training activities. The individual rights and freedoms of students and staff must be upheld and protected, and the College must ensure that these do not conflict with the collective interest and the pursuit of the institution's purposes. The College must push forward all measures that ensure the health and safety of students and staff.

2. DEFINITIONS

In the context of this by-law, these terms are defined as follows:

COLLEGE: Canada College;

STUDENT: defines and includes any person duly registered in a training activity organized by the College;

EXECUTIVE STAFF MEMBER: means any staff member in a managerial position, such as the General Manager, the Director of studies, the Vice-Presidents or any other person holding the title of senior administrator.

3. SCOPES

- The General Manager is responsible for the application of this by-law. He may be assisted by any members of College staff by granting them the relevant mandates.
- The scope of this by-law extends to any site where the College has jurisdiction by virtue of a right of ownership or a right of use, as well as to any location where College activities take place, including internship settings.
- This by-law applies to any person who works at the College, stays at the College or visits it in any way. It also applies to any person who studies or participates in any of its activities.
- Subject to the College's powers, any person who contravenes a provision of this by-law is subject to a sanction proportional to the seriousness of their act. This may include immediate expulsion from the premises, a written reprimand placed in their file, suspension for a specified period of time, dismissal or discharge.
- Any person who counsels or incites another person to violate the College's by-laws is subject to the same penalties as the person who was a party to the violation.

4. GENERAL PROVISIONS

4.1. Expected behavior

Every person must demonstrate his or her commitment to maintaining a healthy and harmonious work and study environment by adopting rules of civility and standards of behavior that exhibit respect, cooperation, good manners, politeness and openness. As such, the following attitudes and behaviors are expected of everyone:

- Being attentive and listening to others;
- Respecting other people at all times;
- Being open to differences and accepting them;
- Providing the information required to facilitate collaboration;
- Demonstrating good conduct and good manners;
- Using courteous, temperate and appropriate language;

- Providing oral or written communication in the language of instruction at a level acceptable to the college;
- Valuing the confidentiality of information;
- Respecting all College policies and directives.

4.2. Improper behaviour

This by-law also describes behaviors which must be avoided and actions that are deemed inappropriate and reprehensible. As such, anyone who performs the following actions will be subject to any sanctions that the College may exercise:

- Harming the health, safety or integrity of persons;
- Damaging or impairing the integrity of College property;
- Engaging in behavior that causes harm to others or that has a disruptive and harmful effect, especially:
 - Making verbal or written statements of a defamatory, hateful, contemptuous, vulgar, sexist, racist or discriminatory nature;
 - Any form of harassment, intimidation, violence or discrimination against a person or group of persons, whether expressed by words, writing or gestures;
- Committing or participating in an act of plagiarism or fraud, which is any act involving deliberate misdirection. Notably, these include accessing another person's documents without prior authorization, the total or partial use of another person's text by passing it off as one's own, the offer or exchange of information during an examination, the use of false documents, the use of a false identity, or the usurpation of a third party's identity;
- Committing theft, vandalism or any other criminal act;
- Conspiring or participating in a conspiracy;
- Contravening the provisions of this Code of Conduct, inciting another person to contravene them or in any way participating in such contravention.

4.2.1. Acts of harassment or violence

Repeated unwanted behavior is a violation of our Harassment Policy. The following actions can generally be described as “acts of harassment or violence”:

- Adopting an attitude or a behaviour that contravenes the *Policy to prevent and combat sexual violence*;
- Adopting an attitude or a behaviour that contravenes Canadian and Québec laws in this regard.

4.2.2. Criminal acts

Any act that can be sanctioned under the *Canadian Criminal Code*, RSC (1985), Chapter C-46 can be described as criminal acts. Most notably, these include:

- Using, possessing or selling any illegal substance or drug including cannabis;
- Acting in a manner that endangers people’s health and safety;
- Engaging in acts of violence or vandalism;
- Using threats, intimidation, physical coercion or attempting to bribe to achieve one’s objectives;
- Damaging the reputation of others by making defamatory statements or spreading hate messages.

5. SPECIFIC PROVISIONS

5.1. Access and ethics

5.1.1. Access to the College

In general, the terms and conditions regarding accessing the College premises are established by the General Manager. People who work, study or participate in an activity duly authorized by the General Manager, or by any other person who has a valid reason for being on the premises, have free access to the College. On the other hand, any persons who cannot justify their presence on College premises may be expelled from these premises at any time.

5.1.2. Identification

In order to ensure the application of and compliance with this Code of Conduct, the Direction and the officers responsible for the building and College security may, if necessary, request that anyone on the premises show their proof of ID and justify their presence on College premises.

In certain cases, proof of ID may be required to benefit from the various services offered by the College, or to participate in its activities.

5.1.3. Personnel belongings

The College is not responsible for the loss, theft or damage to the personal property of individuals.

5.1.4. Discrimination

Everyone has the right to the protection of their dignity, honour and reputation. Any form of discrimination manifested by words, writings or gestures of a contemptuous or degrading nature against a person or a group of persons based on sex, race, colour, ethnic or national origin, religion, language or sexual orientation is strictly prohibited. As such, in accordance with the *Québec Charter of Human Rights and Freedoms*, CQLR, chapter C-12 (sections 10 and 10.1), no one may, within the College premises or within the framework of activities that fall under the College's jurisdiction, exercise or encourage discrimination in any form whatsoever.

5.1.5. Dress code

All persons attending the College must be dressed appropriately for the activities and College premises. Clothing that does not meet the standards generally accepted for a person attending an educational institution or that is vulgar, hateful or malicious towards a person or group of persons is prohibited.

5.1.6. Intimate relationships involving a pedagogical, helping or authoritative relationship

The College believes that any intimate relationship between a member of its staff and one of its students are potentially subject to favoritism. Therefore, College staff should refrain from maintaining such relationships.

Should an intimate relationship exist between a student and a staff member, a formal statement must be completed by both parties.

Instructions are set out in the ***Policy to prevent and combat sexual violence***.

5.2. Activities

5.2.1. Outdoor activities

Any persons who participate in pedagogical, student or promotional activities taking place outside the institution must respect this by-law and must adopt an attitude and behave in a manner that is consistent with their role as College representatives.

5.2.2. Social, sporting, cultural, training or special activities

Any social, sporting, cultural, training or special activities must be approved in advance by the Director of studies or the General Manager and must be prepared and carried out in accordance with established procedures.

5.2.3. Games of chance and gambling for money

All games of chance involving sums of money are prohibited in all their forms, unless the organizers of such activities have obtained prior authorization from the General Manager, and the necessary government authorizations.

5.2.4. Selling, trading and solicitation

Any promotional, solicitation or sales activity is prohibited at the College, unless it has been previously authorized by the General Manager.

5.3. Consumption and possession

5.3.1. Alcoholic beverages

The possession, consumption, distribution, sale and advertising of alcohol are prohibited on College premises, except in the context of an activity authorized by the General Manager. In such a case, the organizers must first obtain the necessary government authorization.

Any persons who present themselves on the College premises while intoxicated may be expelled immediately from the College and are subject to the sanctions allowed for violating this *Code of Conduct*.

5.3.2. Food consumption

For reasons of hygiene and safety for the devices as well as out of respect for people and the environment, it is forbidden to consume food and drinks anywhere in the College except in the cafeteria or other places provided for this purpose.

5.3.3. Smoke-free environment

As provided by our Policy for smoke free and cannabis free environment, it is strictly forbidden to smoke (cigarettes, electronic cigarettes, cannabis or other) inside all College buildings and on all College premises, under penalty of receiving a fine provided for by law or a sanction provided for by this *Code of Conduct*.

5.3.4. Drug use, possession and sale

The possession, use, distribution, manufacture or sale of drugs is prohibited at the College, as provided by our Policy for smoke free and cannabis free environment

Any persons who present themselves to the College under the influence of drugs or in a state of intoxication may be expelled immediately and is subject to the sanctions provided for in this *Code of Conduct*.

5.3.5. Firearms

In accordance with the *Act to protect persons with regard to activities involving firearms*, CQLR, chapter P-38.0001, the possession, carrying, storage and use of weapons or imitation weapons are prohibited on the College premises.

Staff members of College are required to report to police authorities any behavior by an individual that may compromise his or her safety, or the safety of others.

5.3.6. Explosive products and hazardous materials

It is forbidden for anyone, other than staff members duly authorized by the General Manager, to possess, use or transport in the College any object, product or substance which may present a danger to persons or property.

5.4. Respect for the premises

5.4.1. Behavior

In order to maintain a harmonious climate at the College, it is important that, in all pedagogical settings, everyone adopt a behavior that promotes learning and respects the rules laid down by both teachers and by staff responsible for implementing certain learning activities.

Every person participating in a course or a pedagogical activity is committed to acting in a respectful manner, in order to maintain a climate that promotes learning.

Every person participating in a course or a educational activity is committed to respect the schedule provided for pedagogical activities as well as the break between teaching periods. In any place of education, people must comply with the health and safety rules in effect.

5.4.2. Loss, breakage or theft of College property

Any person who uses property belonging to the College is responsible for it. The person who causes damage to College property by vandalism, misuse or negligence is not only subject to the sanctions provided for in this Code of Conduct, but may

also be required to assume the cost of repair and replacement. Law enforcement officials may be contacted if their intervention is deemed necessary.

5.4.3. Peacefulness of the premises

It is only permitted to broadcast music, speeches or any other sound effect within the premises when holding special activities previously authorized by the General Manager.

5.4.4. Circulation within the premises

It is strictly forbidden to use any mode of transportation that may prove inappropriate or dangerous within the College buildings (e.g., skateboarding, in-line skating, etc.).

5.4.5. Posting and graffiti

All postings must be authorized by the Director of Studies or Student Services and will only be permitted in the spaces and facilities provided for this purpose. Furthermore, it is strictly forbidden to write, paint graffiti or draw on the walls and College property, both inside and outside its walls.

5.4.6. Use of computer equipment

Any person who uses computers equipment belonging to the College must comply with the rules governing the use of these services and goods. Any person who contravenes this policy, whether intentionally or negligently, will be subject to sanctions.

Certain services, including WI-FI, are courtesy of the College and do not constitute an obligation.

5.4.7. Health and safety

Anyone who works, studies or visits the College must abide by the rules and directives issued by the College in matters of health and safety, in accordance with the law.

First aid kits are available at the reception of each College campuses. The emergency evacuation directive must be followed when the context applies.

5.4.8. Animals

Animals are prohibited inside the College, unless their presence is required to alleviate a handicap or unless the General Manager has issued a written authorization, notably for the use of guide dogs or training assistance dogs. Authorization holders must have their authorization on their person at all times in order to be able to produce it on request.

5.5. Documentation

5.5.1. Privacy

The College has a Privacy Policy that must be followed at all times. Every person who has access to or possesses nominative, financial or other information related to the development and operations of the business must take the necessary steps to ensure that they meet the requirements of the *Act respecting the protection of personal information in the private sector*.

5.5.2. Forgeries

Any person found guilty of impersonation or of forgery is subject to sanctions up to and including expulsion from the College. The police may be contacted if their intervention is deemed necessary.

5.5.3. Use of College property, name and logo

Unless authorized by the College to do so, no one may use the institution's property for personal purposes. Furthermore, it is forbidden for anyone to use the name of the College.

5.5.4. Use of copyrighted materials

At the College, any person who wishes to use any type of work protected by copyright must do so in compliance with the *Copyright Act*. The college is not responsible for non-respect of copyright by the students or teachers.

5.5.5. Dissemination of written material

Any distribution of leaflets, brochures, newspapers, etc., whether by an individual, a group or an association, must be approved by the Direction. Any deviation from this by-law is subject to sanctions.

6. SANCTIONS

Any person who contravenes this by-law is subject to sanctions. In all cases, the choice of sanctions will be determined while taking into account the seriousness of the offence, the recurrence of the offence and the number of infringements.

6.1. Sanctions for staff members

6.1.1. Verbal reprimand

An offence may be sanctioned by a verbal reprimand on the part of an executive staff member.

6.1.2. Written reprimand (note to file)

An offence may be sanctioned by a written reprimand on the part of the General Manager or the Director of studies. This reprimand is accompanied by clearly stated expectations and is placed in the employee's file.

6.1.3. Suspension

An immediate and temporary suspension may be decreed by a senior executive staff member. Within a reasonable amount of time following the results of the investigation, the Senior executive staff member must meet with the employee and notify him or her of the suspension. This must include both a verbal and a written statement of the suspension and include the reasons and the duration of the suspension. The suspension takes effect at the time of notification.

The suspension may subsequently lead to dismissal.

The staff member whose suspension is lifted or terminated will be reinstated in the College or the activity, with all rights, privileges and obligations restored.

6.2. Sanctions for students

Students summoned for the imposition of a sanction may be accompanied by a person of their choice.

6.2.1. Verbal reprimand

An offence may be sanctioned by a verbal reprimand on the part of the Director of studies.

6.2.2. Written reprimand (note to file)

An offence may be sanctioned by a written reprimand on the part of the Director of studies. This reprimand, accompanied by clearly stated expectations, is placed in the student's file and is kept by the College.

6.2.3. Expulsion from a class

Any course or activity leader may expel a person for cause. In the case of students, they must immediately present themselves to the Direction of Studies office to present the situation. The Direction of Studies will follow up within a reasonable amount of time.

- a) A student's expulsion won't normally exceed the duration of the activity during which it took place;
- b) The expelled student must meet with the person in charge of the activity or course as soon as possible;
- c) Notwithstanding the above, in serious cases where there is a repeat offence, the situation must be submitted to the Director of Studies.

6.2.4. Suspension

The Director of studies can decree an immediate and temporary suspension. Within a reasonable amount of time following the results of the investigation, the Director of studies must meet with the student or group of students and notify them of their suspension, the reasons for it and its duration. The suspension takes effect at the time of notification. Depending on the seriousness of the misconduct, the Director of studies may impose:

- a) An additional suspension for a fixed period;
- b) Withdrawal from one or more courses for the session's duration;
- c) Withdrawal from an activity or project for the session's duration;
- d) Suspension of the study program for the session's duration;
- e) Withdrawal from the study program.

The student or group of students whose suspensions are lifted or have ended will be reinstated in the College or the activity, with all rights, privileges and obligations restored.

6.2.5. Dismissal

By-law violations which are deemed of a serious nature may result in the dismissal of a student from the College.

The following violations are deemed "serious": drug dealing, causing harm to persons, hindering activities, uttering threats, violence and repeated violations are deemed serious. Only the Director of studies has the authority to dismiss a student from the College. Before dismissing students:

- a) The Director of studies will hear the students in question, who may be accompanied by a person of their choice;
- b) The Director of studies must meet with the students to inform them of the dismissal, both verbally and in writing, and must explain the reasons for the dismissal and the recourses available to them;
- c) The dismissal takes effect at the time of notification;
- d) The supporting documents related to the dismissal are placed in the student's file and kept by the College.

6.3. Sanctions against other persons participating in College activities

In the event that a violation of this by-law is committed by a person other than a student or a member of College personnel, the General Manager or the Director of studies may exercise the following powers:

- Temporarily or permanently suspend the right of a person to benefit from the services of the College and to participate in its activities;
- Temporarily or permanently prohibit a person from having access to the College's services, activities and premises;
- Apply any other sanction provided for in the laws, by-laws and policies in effect at the College.

6.4. Appeals process for staff members

In the case of sanctions other than the immediate expulsion from the premises or a written reprimand, staff member who have had a sanction imposed upon them may request a review by the College General Manager. To do so, they must follow this procedure:

- The staff member must submit a written request for review to the General Manager within five (5) working days of the sanction's imposition. The request must set out the staff member's reasons which, in his or her opinion, justify the cancellation or modification of the imposed sanction.
- The General Manager may request a meeting with the staff member if he deems it necessary. The Director may appoint a person whose presence he deems relevant, depending on the case under consideration. At this meeting, the staff member may be accompanied by a person of his or her choice. However, this person does not have the right to speak during the meeting.
- The General Manager will render a decision on the review request within ten (10) working days following receipt of the request. The General Manager may maintain, cancel or modify the sanction. This decision is final and without further possibility of appeal.

6.5. Appeals process for students

In the case of sanctions other than the immediate expulsion from the premises or a written reprimand, students who have been imposed a sanction may request a review by the College General Manager. To do so, they must follow this procedure:

- The student must submit a written request for review to the General Manager within five (5) working days of the sanction's imposition. The request must set out the student's reasons which, in his or her opinion, justify the cancellation or modification of the imposed sanction.
- The General Manager may request a meeting with the student if he deems it necessary. The General Manager may appoint a person whose presence he deems relevant, depending on the case under consideration. At this meeting, the student may be accompanied by a person of his or her choice. However, this person does not have the right to speak during the meeting.
- The General Manager will render a decision on the review request within ten (10) working days following receipt of the request. The General Manager may maintain, cancel or modify the sanction. This decision is final and without further possibility of appeal.

7. EFFECTIVE DATE

This by-law takes effect as soon as it has been adopted by the College's Board of Directors, i.e., on August 29, 2022.

8. MECHANISMS FOR REVISING THE CODE OF CONDUCT

This *Code of Conduct* will be reviewed every three (3) years, unless a change of an internal or external nature forces an earlier review.