



Respectful and Fair Treatment of Students Policy

Purpose

Eclipse College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

Policy Statement

Eclipse College is committed to providing a respectful learning environment that allows for full and free participation of all students. Discrimination, harassment, bullying and violence undermine these objectives, are serious offences and are not tolerated by the College, and may be cause for disciplinary sanctions including, where appropriate, suspension or dismissal.

Scope

This policy is intended to address discrimination, harassment, bullying and violence directed at individuals while enrolled as a student at Eclipse College within the context of the College and College related activities.

Policy

Discrimination, harassment, bullying or violence are prohibited in any online environment, or during activities or events hosted by Eclipse College.

Discrimination

Discrimination is unjust or prejudicial treatment towards a person or group which adversely treats, impacts or excludes them on any of the prohibited grounds set out in the BC Human Rights Code and for which there is no bona fide and reasonable justification. The prohibited grounds include indigenous identity, race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, gender identity or expression, political belief or conviction of a criminal or summary conviction offence unrelated to employment.

Discriminatory behavior, including harassment or disrespectful behavior, as determined by a reasonable person, may be verbal, non-verbal, physical, deliberate or unintended.

Harassment and Bullying

Harassment and bullying include any inappropriate conduct or comment that an individual knew or reasonably ought to have known would be humiliating or intimidating. The conduct may be written, verbal, physical, online, or electronic, a gesture or display, or any combination of these.

Online harassment and bullying include but is not limited to, private or public messages on social media (Facebook, X, Instagram, blogs, etc.), other websites, emails and instant or text messaging

Harassment and bullying are usually targeted with an intention to intimidate, offend, degrade or humiliate. It can be obvious or subtle and may include:

- incidents that adversely affects a person's psychological or physical well-being;
- repeated humiliation or intimidation that adversely affects a person's psychological or physical well-being; and/or
- a single instance so serious that it has a lasting, harmful effect on a person.

The frequency and severity are both factors in whether the behavior would be included in the definitions of harassment and bullying.

Violence

Violence includes:

- any threatened, attempted, or actual conduct that causes or could cause physical injury; and
- any threatening statement or behavior that causes a person to reasonably believe that they may be at risk of injury.

Process

If under any circumstances, a prohibited activity occurs, the following outlines the procedure for reporting, addressing, and remedying the activity:

1. If a student feels they have been subjected to discrimination, harassment, bullying or violence, the student is encouraged to discuss their concerns with the individual responsible for the offensive behavior to stop such behavior, if the student feels comfortable and safe to do so. It is recognized that power imbalance, intimidation and other factors may make this approach inappropriate or unwise and that a student may need assistance in resolving their specific concern.
2. If the student does not feel comfortable approaching the individual responsible for the offensive behavior, the student shall submit their complaint in writing to the Vice-President, Risk Management.

3. The complaint must include:
 - the name of the student alleging the discrimination, harassment, bullying or violence (the “Complainant”), and the name of the person responsible for the offensive behavior (the “Respondent”);
 - details of the incident(s) complained of (including dates, locations, and names of individuals involved or witnesses);
 - copies of any relevant documents;
 - the remedy requested; andmust be signed and dated by the student submitting the complaint.
4. A complaint must be filed no later than 60 days after the last alleged incident of discrimination, harassment, bullying or violence.
5. After receiving the complaint, the Vice-President, Risk Management will meet with the Complainant and Respondent to understand the nature of the complaint and will investigate further, if necessary.
6. Based on the findings of the investigation, a remedial action will be determined and provided in writing to the Complainant and Respondent on a timely basis.
7. Remedial action may include the following or other sanctions as deemed appropriate by the College in the circumstances:
 - **Formal letter of reprimand** – This letter will outline the Respondent’s breach of this Policy, any required corrective actions, and potential consequences of any future breaches of this Policy. This letter is only used in the case of first-time, minor misconduct or in addition to other sanctions.
 - **Probation Letter** – This letter will outline the Respondent’s breach of this Policy and the terms and conditions of a specific probation period, that among other things, will include any required corrective actions and continuing compliance with this Policy, and may require completion of specific educational or training programs. The letter will also outline the consequences of any future breach of this Policy which include suspension or dismissal.
 - **Suspension** – A temporary involuntary withdrawal from all courses and programs at the College for a specified period, subject to completion of any required corrective actions, and continuing compliance with this Policy.
 - **Dismissal** – The College issues a Notice of Dismissal terminating the student’s enrolment contract.
8. The College reserves the right to impose sanctions other than those listed in this Policy.
9. See also the College’s **Dismissal Policy**.