

Harassment and Anti-Racism Policy

1. Policy Purpose

The Canadian National Institute of Business (CNIB) is committed to providing a safe, inclusive, respectful, and discrimination-free learning and working environment. This policy aims to prevent and address all forms of **harassment, racism, discrimination, and bias** that may arise within our community, including those based on **race, ethnicity, national origin, gender, sexual orientation, disability, religion, age**, or any other protected characteristic under the **British Columbia Human Rights Code**.

2. Scope

This policy applies to:

- All students, staff, faculty, contractors, and volunteers
- All CNIB campuses and virtual spaces
- Any CNIB-sanctioned event, activity, or interaction off-campus

It covers:

- Discriminatory and racist behaviour
- Verbal or physical harassment
- Microaggressions, exclusionary practices, and hate speech
- Systemic racism or institutional bias in CNIB policies or conduct

3. Definitions

- **Harassment:** Any unwelcome conduct that humiliates, offends, or intimidates a person and that a reasonable person would consider inappropriate.
- **Racism:** Prejudice, discrimination, or antagonism directed against a person or people based on their racial or ethnic group.
- **Systemic Racism:** Institutional practices or policies that result in unequal outcomes for racialized individuals or communities.
- **Microaggressions:** Subtle, indirect, or unintentional discrimination that can have harmful psychological effects over time.
- **Discrimination:** Adverse treatment based on personal characteristics protected under the *BC Human Rights Code*.

4. CNIB Commitments

CNIB commits to:

- Zero tolerance for racist, discriminatory, or harassing behaviour.
- Providing ongoing training on anti-racism, equity, and inclusion for staff and students.

- Embedding anti-racist values into curricula, student policies, hiring practices, and institutional decision-making.
- Encouraging open dialogue and providing safe spaces for reporting and resolution.
- Reviewing institutional data and practices to address any forms of systemic bias.

5. Responsibilities

| Stakeholder | Responsibilities |
|-----------------------------------|--|
| All Members of the CNIB Community | Treat others with dignity and respect. Report incidents of harassment or racism. Engage in training. |
| Instructors and Staff | Model inclusive behaviours. Respond promptly to incidents. Report concerns to administration. |
| Director of Student Services | Administer complaints process. Facilitate education and training. Monitor compliance. |
| Senior Management | Enforce this policy. Support systemic change. Provide resources for implementation. |

6. Reporting and Resolution

6.1 Informal Resolution

Where appropriate, students or staff are encouraged to attempt informal resolution (e.g., speaking directly with the individual involved) with support from Student Services or Human Resources.

6.2 Formal Complaint Process

- Reports should be made in writing to the **Director of Student Services** or **HR Manager**.
- CNIB will initiate an impartial investigation within **5 business days** of receiving a complaint.
- Investigations will include interviews, review of evidence, and may involve third-party investigators where required.
- A determination will be communicated in writing within **20 business days**, where possible.

6.3 Confidentiality

All complaints will be handled with strict confidentiality, and retaliation against complainants is strictly prohibited.

7. Consequences for Breach

Confirmed violations of this policy may result in:

- Warnings or reprimands
- Required training or education
- Suspension or expulsion (students)
- Disciplinary action or termination (staff or contractors)

8. Related Legislation and Resources

- [BC Human Rights Code](#)
- [EQA Code of Practice – Student Supports and Respect](#)
- [Workplace Bullying and Harassment Policy \(WorkSafeBC\)](#)

9. Training and Communication

- This policy will be introduced at student orientation and employee onboarding.
- Annual anti-racism and inclusion training is mandatory for all staff.
- A summary of this policy will be posted on CNIB's website www.cnibbc.ca