



## Respectful and Fair Treatment of Students Policy

<b>Title:</b>	<b>Respectful and Fair Treatment of Students Policy</b>
<b>Date:</b>	Feb 2025
<b>Applicable To:</b>	All Staff and Students

The Canadian National Institute of Business is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on Canadian National Institute of Business premises or in the course of activities or events hosted by Canadian National Institute of Business, the following behaviours are prohibited:

Behaviours that comprise of acts that:

- Are demeaning, belittling, or can cause personal humiliation or embarrassment;
- Are threatening, intimidating and generally produce harmful results such as endangering a person's safety or negatively affecting their work performance or employment relationship;
- Create a hostile, threatening, or coercive learning environment;
- Are offensive or insulting including comments, jokes, slurs, name calling, gestures, innuendoes, threats or taunting;
- Include displaying or distributing inappropriate posters, pictures, cartoons, graffiti, drawings, or other visual representations;
- Include yelling, use of profanity, making condescending or crude remarks at a person or persons;
- Include ostracizing or spreading gossip and spiteful rumours about a person or persons; or
- Use coercion or intimidation tactics when managing and monitoring a student's learning
- Include Sexual abuse, harassment and discrimination and bullying

If under any circumstances, a prohibited behavior / activity occurs, the student should report to the College Administrator with as many details as possible. Students should use the processes set out in the Dispute Resolution Policy and Procedure.

CNIB will ensure that:

- The above policy and procedure advise students of available support if required when making a complaint or grievance.
- There are designated staff who will provide assistance and support to students.
- Reports can be made in person, over the phone or by email.
- The student is not vilified or victimized for making a complaint or grievance, and any instances of attempted vilification or victimisation will result in disciplinary action.

- The complaint or grievance process will be dealt with in a professional and sensitive manner and will adhere to the principles of privacy and confidentiality.
- Support is offered to the student if required, and the student is able to have a third party of their choosing present at all meetings.
- The matter is referred to the Institute's legal representatives if required at which time students will be advised that legal representation may be required if they have not already sought this.

The student is to ensure that they maintain confidentiality of information when making a complaint. If the student is dissatisfied with the internal process, they may refer the matter to a relevant external body, such as The BC Human Rights Tribunal.