



## PROFESSIONAL AND PERSONAL CONDUCT

**Commitment to students:** Faculty and staff of Corpus Christi College are committed to treat all students with respect, to preserve students' right to privacy by maintaining confidentiality, and by behaving with the utmost professionalism in their relations with all members of the community inside and outside the College.

**Teaching:** Instructors are committed to providing our students with the best possible education. Accordingly, throughout their career they will engage in professional development to upgrade their knowledge and skills, and ensure that they remain abreast of developments in their field.

**Scholarly integrity:** Individuals are expected to assume direct responsibility for the intellectual and ethical quality of their work, and to observe the generally accepted standards of scholarly conduct in all aspects of their teaching and research. Instances of scholarly misconduct will be treated under the disciplinary procedures described below.

**Conflict of interest:** Faculty and staff members must disclose to the President any possible areas of conflict of interest. This includes the acceptance of any form of pay or benefit from a supplier or potential supplier, a candidate for employment, or any person who may wish to obtain favourable consideration not based purely on merit. Faculty members should, where possible, avoid teaching or assessing academic work by members of their own family or close friends. Employees of the College must follow the procedures outlined in the *Employee Policy Manual*, sec. 13.4.2, with respect to the purchase and acquisition of materials and the raising of money.

**Criminal misconduct:** Any evidence of theft, vandalism, criminal acts, or prejudicial behaviour against Corpus Christi College, its faculty and staff, or its students will lead to disciplinary action and may include prosecution and/or termination. The use of illegal drugs or alcohol on the College premises, in College-owned vehicles, or on College business will be subject to disciplinary action. The use, sale, or purchase of illegal drugs or illegal substances on College premises are strictly forbidden, and are grounds for immediate termination.

**Smoking:** Corpus Christi College is a smoke-free environment; no smoking is allowed in College buildings or on the College grounds.

### Dispute Resolution

All efforts to resolve disputes should proceed in the spirit of Christian charity and with reference to the Catholic principles upon which Corpus Christi College was founded. In this light, members of the community are called to seek reconciliation on their own, and it is appropriate that individuals should first address the colleague (faculty member, member of staff, or administrator) concerned. In the instances where personal reconciliation is impossible, the following process will be followed:

## ***Mediation***

A member of the Administration, Staff, or Faculty should seek mediation from an appropriate colleague. If this process is unsatisfactory, the complainant should then take his or her concern to the Dispute Resolution Committee.

## ***Dispute Resolution Committee***

1. The complainant files a written grievance with the President. The President will, within three business days, acknowledge the receipt of the complaint in writing, set up an appointment to bring the issue to committee to discuss a resolution. The committee shall be composed of:
  1. the President
  2. the Vice President Academic
  3. the Registrar
  4. a faculty representative
  5. a student representative
2. Should any member of the Dispute Resolution Committee be directly involved in a dispute, he or she will stand down and shall take no part in the deliberations concerning the outcome of the dispute.
3. In the event that the President stands down, the Dean will chair the committee in the President's stead.
4. Both the complainant and the respondent have the right to be present when the Committee meets, and the President will inform the complainant and the respondent of the Committee's resolution in writing within three business days.

## ***Appeal to the Board***

The individual may appeal the decision of the Dispute Resolution Committee to the Board of Directors. The written appeal should be directed to the Chairperson and be submitted within 30 days of the release of the decision of the Dispute Resolution Committee. The Chair of the Board will, within three business days, acknowledge in writing the receipt of the complainant's appeal. Both the complainant and the respondent have the right to be present when the Board hears the appeal at its next meeting, and the Chair of the Board will inform the complainant and the respondent of the Board of Director's resolution in writing, again within three business days.

**Disciplinary procedures:** Should a situation occur in which a College employee appears to have committed academic or other misconduct, it will be handled as follows:

### *a) Faculty members*

The faculty member concerned will be interviewed by the President and others as deemed appropriate. The faculty member may have another staff member or other person present at this meeting as an observer.

As soon as possible after the interview and any further investigation deemed necessary, the President will inform the faculty member concerned of his decision.

Depending upon the seriousness of the situation, the President may bring the matter to the attention of the Chair of the Board of Governors.

If, in the President's judgment, discipline is warranted, the matter will be dealt with in the following manner:

- i) The President will administer any verbal warnings or formal letters of warning or reprimand.

- ii) Suspensions will first be discussed with the Chair of the Board of Governors. The President will issue any letter of suspension.
- iii) In case of termination, the instructor may first be suspended, with or without pay, pending a review by the Education Committee of the Board of Governors. Where termination is considered appropriate by the President, the matter will be presented to the Education Committee of the Board. Upon the recommendation of the Board the President will issue any letter of termination on behalf of the Board.

#### b) *Support Staff*

In the event of misconduct by a staff member, the President will consult with the Director of Operations to decide upon an appropriate response.

The staff member will be interviewed by the Director of Operations and others as deemed appropriate by the President. The staff member may have another member of staff present at this meeting as an observer.

Following the interview and any subsequent investigation, the President and the Director of Operations will meet to review the facts and decide upon a course of action.

If, in the President's judgment, discipline is warranted, the matter will be dealt with as outlined above for faculty members.

All instances of misconduct must be reported to the President immediately.

### **Discrimination and Harassment**

Saint Mark's College is committed to providing a workplace where all employees are treated with fairness, dignity and respect, ensuring that employees are able to complete their duties in a safe environment, without fear of bullying and harassment. Any incidents of workplace bullying and harassment, whether these concern faculty members, staff, students, or visitors to the College should be reported to the College administration. This policy concerns those occasions when an employee of the College (including permanent, temporary, casual, contract, and student employees working on behalf of the College) is accused of bullying and harassment. If students are accused of bullying and harassment, the procedure to be followed is found in the Saint Mark's College, Student Handbook, Section 17. Employees will be subject to discipline, up to and including dismissal.

Bullying and harassment is not acceptable or tolerated in this workplace. Employees must:

- not engage in the bullying and harassment of other employees or students;
- report any bullying and harassment they observe or experience;
- comply with this policy on bullying and harassment.

#### **What is Bullying and Harassment?**

According to Worksafe BC 'bullying and harassment':

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. (Worksafe BC, Policy Items D3-115-2 and D3-116-1 effective November 1, 2013; see also s. 115(1)(a)(ii), s. 115(2)(e), and s. 116(1)(a) of the Workers

## Compensation Act)

Examples of conduct or comments that constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors. This applies to interpersonal, written and electronic communications, such as email.

### **Process to follow in a case of bullying and harassment:**

1. Whenever someone experiences bullying and harassment, the incident should be addressed.
  - 1.1. When to Report – Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident, so that the incident can be investigated and addressed promptly.
  - 1.2. Consultation is the first step – The complainant should discuss the incident with a member of the administration, either the Dean of Student Services, Dean of Academic Programs, or an alternative contact person to determine whether the complainant wishes to proceed with a complaint. The Dean will discuss the incident with both parties involved, with an aim to try to mediate a resolution satisfactory to both. Disciplinary action is not a part of the consultation process.
  - 1.3. Formal Complaint – If the consultation process does not lead to a resolution, then the complainant can report incidents or complaints of workplace bullying and harassment verbally or in writing. The complainant must be prepared to discuss frankly and disclose details of the alleged bullying and harassment incident. Fully documented written materials must be provided insofar as possible. Anonymous complaints will not be accepted or investigated.

What to include in a formal complaint – The complainant should provide as much information as possible, including the names of people involved, witnesses (if any) to the event(s), where the event(s) occurred, when, and what behavior and words led to the complaint. The complainant should attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

The formal complaint should be submitted to the Principal of Saint Mark's College, unless it is the Principal who is accused of bullying and harassment. In such a case, the complaint should be submitted to the Chair of the Board, who will take over the role of the Principal for the rest of the investigation.

- 1.4. Investigation – Once a formal complaint has been received, the Principal names a team to investigate the incident. The team comprises the Deans (Academic Programs, Liberal Arts Studies, Student Services), and at least one faculty member, unless one of these persons has been accused of bullying and harassment. In that case, the Principal will name another member of the team. The complainant and respondent are required to cooperate fully in the investigation. Saint Mark's College intends the complaint process to be used solely for the purposes of College life. However, in serious situations the College reserves the right to refer complaints of gross misconduct or abuse to the relevant off-campus authorities.

The team will conduct the initial investigation, and interview the parties. If, as a result of this investigation, the members of the team do not believe that bullying and harassment has occurred, they will recommend to the Principal to dismiss the case. If, however, the team believes that bullying and harassment has occurred, the team will suggest an appropriate remedy or sanction to the Principal.

Anyone found to be making malicious and false complaints may be subject to discipline.

## 2. Investigation Procedures

2.1. How and when investigations will be conducted – Most investigations will be conducted internally. In complex or sensitive situations, an external investigator may be hired.

2.2. Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- be sensitive to the interests of all parties involved;
- keep information confidential except as required to investigate and conclude the matter, and as otherwise required by law;
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

2.3. What will be included – Investigations will include interviews with the complainant, the alleged bully (respondent), and any witnesses. If the alleged target and the respondent agree on what happened, then the College will not investigate any further, and will determine what corrective action to take, if necessary. The team will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

A final decision will be made in writing, and will be given to both the complainant and the respondent.

If necessary, the respondent will be disciplined.

2.4. Roles and responsibilities – The Principal is responsible for ensuring workplace investigation procedures are followed. Employees are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed. If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the College.

## 3. Follow-up:

3.1. The complainant(s) and respondents(s) will be advised of the investigation findings by the Principal.

In appropriate circumstances, employees may be referred to seek medical advice, or counseling support.

3.2. Possibility of appeal – If the respondent disputes the fact, or thinks the penalty excessive, or otherwise does not accept the resolution, the respondent may appeal the decision to the Principal. The Principal will meet with the respondent (who may bring another person to the meeting) to hear the respondent's concerns, and then a final decision will be made.

3.3. Following an investigation, the Principal will review and revise workplace procedures, if necessary, to prevent any future bullying and harassment incidents of a similar nature in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

## 4. Record-keeping requirements

Records of any investigations will be kept in a secure location at the College and will be retained as

long as required by law.

### **Acceptable use of technology**

Corpus Christi College is committed to the effective use of technology to enhance the quality of student learning and the efficiency of the College's operations. Accordingly, several computers are available for use on campus, and the campus has a wireless network for those wishing to use portable computers and other electronic devices. The College encourages the use of technology appropriate for the environment of a Catholic undergraduate college, discourages harmful practices, and sets penalties for those who choose to violate the policy. Members of the Corpus Christi community should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a technological world. Examples of such technology include, but are not limited to, all computer hardware and software; personal digital assistants including Palms, pocket PCs, cell phones, pagers; analog and digital networks; electronic (e-mail) mail systems, and communication technologies; telecommunications technology; servers, routers, hubs, switches, and Internet gateways; and all related and forthcoming systems and new technology. It should be noted that personally owned devices are included in the Acceptable Use Policy when on campus or connected to the school infrastructure.

Members of the Corpus Christi community **may not** use technology

- to communicate with others during class time via e-mail, cell phone, pager or other electronic device, unless express permission is given by the instructor
- to engage, during class time, in any research, work, recreational activity or Internet "surfing" not authorized by the instructor
- to record any lecture, tutorial, workshop or other type of class without first obtaining the instructor's consent
- to duplicate, store or transmit copyrighted material that violates copyright law
- to access, upload, download, create, distribute, use or transmit abusive, slanderous, libellous, prejudicial, sexually explicit, pornographic or otherwise inappropriate language or material
- to harass, bully or threaten another individual
- to vandalize, damage, alter, or disable property of Corpus Christi College

At the instructor's discretion, the use of technology in the classroom may be restricted