

Q COLLEGE

Name of Institution

3010Institution
Number**Respectful and Fair Treatment of
Students**

Name of Policy

August 31, 2021

Effective Date

August 20, 2021

Revision Date

Respectful and Fair Treatment

At Q College, student success is important to us, and we value student input about what they need for success. The standards of professional conduct expected of all staff and faculty of Q College is to provide a respectful campus environment and fair treatment to all our students.

The pillars of these are:

- cultural values
- fairness
- integrity
- respect
- safety
- transparency

This is demonstrated through our:

- Mission Statement and Values (cultural values),
- Admissions Policy – specifically its preamble: (fairness, integrity, respect),
- *Q College admits qualified students without discrimination with regard to race, colour, creed, national or ethnic origin, marital status, sexual preference, age, religion or physical disability.*
- Privacy of Personal Information and Access to Student Records (transparency),
- Anti-Discrimination and Anti-Harassment Policy (safety),
- Dispute Resolution and Grade Appeals Policy (respect),
- Health and Safety policies and procedures (safety),
- Code of Conduct (respect).

Code of Conduct

At Q College, we are committed to providing a campus environment that is safe and conducive to learning. Therefore, it is imperative that each member of the Q College community is treated with respect, dignity, fairness, and civility. In addition, as future professionals in the Tourism and Hospitality industries, students are expected to adopt habits and behaviours that reflect the qualities employers seek in their employees.

The Instructors and staff at Q College ensure a safe, enriching and valuable educational experience for our students and thus will strictly enforce this Code of Conduct.

The following Code of Conduct outlines acceptable behaviours in class, in College-designated areas, and at all events and activities on and off campus. Failure to adhere to this Code of Conduct may result in consequences ranging from a verbal or written warning to immediate dismissal.

- 100% Attendance is expected. Be punctual. Notify your Instructor via email before the start of class if you are going to be late or miss school. Your Instructor can refuse you from entering the class if you arrive late and you do not have a valid reason.
- Be an active learner. Be attentive and participative. Ask questions in a respectful and non-disruptive manner. Complete all assignments on time. Prepare in advance for all your quizzes, tests and exams. You are fully responsible for keeping up-to-date on any information or assignments missed during an absence.
- Excessive noise and disruptive behaviour is not acceptable when class is in session.
- Cell phones and other personal electronic devices such as iPods, headphones etc. are to be turned off at all times during class. Your Instructor may confiscate these items if you continue to operate them when class is in session.
- To be respectful and inclusive of all cultures and to avoid any misunderstanding, speak only in English during class time and school activities.
- Sit in an appropriate manner during class time and anywhere on campus. You may be asked to leave the campus if you act inappropriately such as placing feet on the table or on any other property in the classroom.
- Food or beverages (except liquids in closed containers) are not allowed in the classroom, unless you have been permitted to do so by the Instructor. The dining area in the kitchen is for this purpose. Be extra careful not to litter or dirty/damage any of the campus areas with food/liquid spillage. You are also to wash your own dishes, maintain the cleanliness of the kitchen and/or classroom by disposing of garbage/food waste in proper receptacles in a responsible manner.
- Strictly no food or beverages are allowed in the Library and adjoining computer area.
- Smoking in or around the building is regulated by the City of Vancouver By-Law 9535. Please note that smoking any substances is not permitted on campus and could result in being expelled from the College.
- Use of offensive, abusive, vulgar or threatening language will result in serious disciplinary actions including immediate dismissal.
- Professional and respectful behaviour is expected at all times and when communicating with all staff, faculty, and fellow students.

- Bullying, intimidation or harassment of any kind will result in serious disciplinary actions including immediate dismissal.
- Any demonstrations of violence, either physical or verbal, or creating a situation that endangers or threatens the health, safety or well-being of any individual will result in serious disciplinary actions including immediate dismissal.
- Adhere to the BC FIPPA (Privacy Legislation). Inappropriate questions, remarks or any actions that violate an individual's (staff, faculty, student) privacy such as inappropriate social media postings is a serious violation of the legislation and will result in disciplinary actions including immediate dismissal and/or court action.
- Controlled substances or alcoholic beverages will not be tolerated on College premises or during College events and will result in serious consequences including immediate dismissal and be reported to the appropriate authorities.
- Vandalism, theft, and/or damage to any property (physical and/or intellectual), by any means will result in immediate disciplinary action, including prosecution. Any repair costs will be borne by the student(s).
- You are expected to use your personal laptop for your computer needs at the College. Wireless internet connection is available throughout the College for this purpose. Exceptions may be made on a case-to-case basis for students needing use of a computer for emergency educational purposes. Computer cables must rest on the floor so they do not pose a safety hazard for others on campus.
- Any inappropriate access or use of material while using your personal computer or the school's computer will result in severe disciplinary measures including dismissal and/or prosecution. Examples of such inappropriate access or use include but not limited to:
 - Accessing Instructor computers; downloading or installing programs without Instructor permission,
 - Using non-school software or USB drives,
 - Accessing material considered a security threat to the country; pornographic, violent or objectionable in content,
 - Downloading hacking software or instructions; planting viruses.
- Providing any false information/ identification yourself at any time before or during your study, will result in immediate dismissal and/or prosecution.
- Friends/family members of students are not allowed on campus unless pre- authorized or on an official visit.