



Respectful and Fair Treatment of Students Policy

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Respectful and Fair Treatment of Students Policy	Upon Institutional Certification	Initial Version

This policy is provided to every student before the program start date and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).

1. Commitment

Seaside Coast College is committed to a learning environment that promotes the respectful and fair treatment of all students. The institution supports respectful communication, professionalism, fairness, inclusion, and the dignity of every student, and responds to concerns about disrespectful or unfair treatment in a fair, respectful, and timely manner.

2. Scope

This policy applies to students, instructors, staff, contractors, and others participating in the institution's programs, activities, and online learning environments, including live synchronous sessions, electronic communications, and the institution's learning platforms.

3. Expectations for Conduct

Individuals participating in institutional activities are expected to communicate respectfully, behave professionally, contribute to a safe and supportive learning environment, avoid disruptive or inappropriate behaviour, and comply with the institution's policies and procedures.

4. Prohibited Behaviour

The following behaviours are prohibited in the course of institutional activities, including in the online learning environment:

- **Harassment** — a course of comment or conduct directed at a person that is known, or ought reasonably to be known, to be unwelcome, including unwelcome comments or conduct related to a personal characteristic.

- **Discrimination** — treating a person adversely, or denying a benefit, on the basis of a ground protected under the British Columbia Human Rights Code — such as race, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- **Bullying** — repeated aggressive behaviour intended to intimidate, humiliate, demean, or harm another person.
- **Intimidation or threatening behaviour** — words or conduct intended to instil fear, coerce, or pressure another person.
- **Abusive communication** — insulting, demeaning, hostile, or aggressive communication, including in electronic, written, or online channels.
- **Retaliation** — any adverse action taken against a person because they made, or participated in, a report or review under this policy in good faith.

Conduct that may constitute sexual misconduct is addressed under the institution's Sexual Misconduct Policy rather than under this policy.

5. Online Learning Environment

Because the program is delivered through synchronous distance education, students and instructors are expected to maintain respectful and professional conduct during live instructional sessions, electronic communications, online discussions, and use of institutional platforms. Recording, distributing, or sharing online instructional sessions or participant information without the institution's authorization is prohibited.

6. Reasonable Accommodation

Fair treatment includes reasonable accommodation. The institution provides reasonable accommodation to students in accordance with its Accommodation Policy and the British Columbia Human Rights Code.

7. Reporting and Addressing Concerns

A student or other participant may report a concern about a prohibited behaviour through the institution's communication channels, including by contacting the Senior Educational Administrator at lynth@seasidecoastcollege.com. Where the concern is about the Senior Educational Administrator, it may be directed to an alternate institutional representative designated by the institution. On receiving a concern, the institution will:

- receive and review the reported concern;
- gather relevant information where appropriate;
- communicate with the individuals involved and give an opportunity to respond;
- implement corrective, supportive, or protective measures where appropriate;
- document its findings and the actions taken; and
- determine what further response is required.

The institution addresses concerns in a fair, respectful, and timely manner. Serious or repeated breaches may be addressed under the Student Dismissal Policy. A student who is dissatisfied with how a concern was handled may use the Dispute Resolution Policy.

8. Protection from Retaliation

A person who reports a concern, or participates in a review under this policy, in good faith will not be subject to retaliation by the institution or any member of the institutional community.

9. Records

Records related to concerns reported under this policy are maintained as part of the institution's records and are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

10. Related Policies

This policy operates alongside the institution's Sexual Misconduct Policy, Student Conduct Policy, Accommodation Policy, Student Dismissal Policy, Privacy and Records Policy, and Dispute Resolution Policy.

11. Contact and Approval

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Approved by: Senior Educational Administrator · Review cycle: Annual