

Respectful and Fair Treatment of Students Policy

Oxford International Education Group (Vancouver)	03981
Name of Institution	Institution Number

Respectful and Fair Treatment of Students

Name of Policy

Oxford International Vancouver is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Every student has the right to a learning environment free from harassment and discrimination with respect to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

While on **Oxford International Vancouver** premises or in the course of activities or events hosted by **Oxford International Vancouver** the following activities are prohibited:

- **Discrimination:** Discrimination occurs when a person, or group of people, is treated less favorably than another person or group, based on a person's race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, age, sex, sexual orientation, gender identity or expression, or any other protected classification in accordance with applicable legislation.
- **Harassment and Bullying:** Harassment and bullying are repeated, and unreasonable behaviors directed towards a person or group of people that creates a risk to health and safety, and/or creates a toxic environment. Repeated behavior refers to the persistent nature of the behavior and can involve a range of behaviors over time. Unreasonable behavior will be considered to have taken place if a reasonable person, having considered the circumstances, ought to have known that such behavior was unwelcome. A toxic environment refers to behavior that intimidates, humiliates, isolates, victimizes, threatens, and/or discriminates against a student or an employee.
- **Violence:** Violence is any threatened, attempted, or actual conduct that causes or could cause physical injury. It includes any threatening statement or behavior that gives an individual reasonable cause to believe that s/he may be at risk of injury.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

Procedure

- Any conduct contrary to the respectful and fair treatment policy must be reported to the Director of Studies (Patrick Gorman) in writing. In the absence of the DoS, the concern will be reported to the Director of Operations (Michelle Ronback), who will perform the same procedure.

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- The DoS will discuss the matter with the student who allegedly contravened this policy within five business days of receiving a complaint.
- The DoS will determine whether concerns are substantiated after further inquiry within five business days of the initial meeting with the student.
- After meeting the student, the DoS will determine:
 - That the concern(s) were not substantiated; or
 - That the concern(s) were substantiated, in whole or in part, and either:
 - Give the student a warning setting out the penalty for further misconduct; or
 - Set a probationary period with appropriate conditions; or
 - Advise that the student must be dismissed from the college.
- The DoS will provide a copy of the written determination to the student and the original will be placed in the student file.
- Both the DoS and student will sign the written warning or probation conditions in case of probation or warning given to the student. The original document will be placed in the student's file and a copy will be provided to the student.
- If the DoS advises dismissing the student, the Director of Operations will meet the student to deliver a letter of dismissal. Further, the Director of Operations will provide the student the calculation of refund due or tuition owing (if applicable).
- If a refund is due, the refund will be granted to the student within 30 days of dismissal.
- If the student owes tuition fees to the college, the Director of Operations will undertake the collection of the amount owing.
- All the concerned staff members and instructors would be informed regarding the decision and all the records related to the issue will be kept in the student's file.
- If required a complaint can be filed to a concerned law enforcement agency of the BC.