

Policy Title: Respectful and Fair Treatment of Students Policy

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar; Associate Director, Operations and Communications, and Director, Compliance and Regulatory Affairs

Administrator(s) Responsible: Student Services Coordinator(s), Registration Coordinator(s), Academic Manager, Academic Coordinator(s), Compliance Officer

Revision Date: November 27, 2024

Effective Date: October 14, 2021

Next Review Date: December 31, 2026

Institution Number: 4119

Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

CCTB is committed to providing a learning environment where all are treated with dignity and respect. Everyone has the right to work in an atmosphere that is free from bullying and harassment and/or discrimination. Bullying and harassment and/or discrimination in our institute are unacceptable and will not be tolerated. All incidents of bullying and harassment and/or discrimination must be reported and will be taken seriously, regardless of who the offender may be. Students at CCTB who engage in such behaviour will be subject to discipline or corrective action.

This policy applies to all students of the Canadian College of Technology and Business (CCTB).

Purpose of the Policy

The purpose of this policy is to define student responsibilities with regards to harassment, discrimination, and bullying; the complaint process; and the investigation procedure.

Policy Statement

While on CCTB's premises, or in the course of activities or events hosted by CCTB, bullying, harassment, and discrimination are prohibited.

1. Responsibilities of all Students

All students of CCTB must:

- Not engage in the bullying and harassment of, or discrimination against, other students;
- Report using the outlined procedures if bullying, harassment, and/or discrimination is observed or experienced; and
- Apply and comply with this policy.

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

1. Complaint/Report and Investigation Procedure

1.1. Informal Resolution

1.1.1. A student of CCTB who feels that he or she has been subject to, or who has observed, bullying and harassment and/or discrimination in our institute (the “complainant”) is encouraged to begin by approaching the respondent, informing the respondent of his/her discomfort with the behaviour, and asking the respondent to stop. While this is often the simplest and most effective way to end the bullying and harassment and/or discrimination, the complainant is not obligated to confront the respondent.

1.1.2. If the complainant does not wish to confront the respondent, the complainant may choose to report the bullying and harassment and/or discrimination in the workplace to his or her immediate supervisor or CCTB Campus Director and request that the supervisor and/or CCTB Campus Director or designate deal with it informally.

1.1.3. If the bullying and harassment and/or discrimination does not stop, or if the complainant does not feel comfortable approaching the respondent directly, the complainant may proceed to file a formal complaint or report.

1.2. Formal Complaint or Report

1.2.1. A student who feels that they have been subject to, or have observed, bullying and harassment and/or discrimination in our workplace, may file a formal complaint or report of their concerns. A formal complaint must be made in writing as soon as possible, and should include the following:

- The name of the complainant;
- The name of the alleged offender(s); and
- Details of the incident(s) including dates, places, name(s) of individual(s) involved or who witnessed the incident(s), and any other relevant information.

1.2.2. A formal complaint or report of bullying and harassment and/or discrimination may be made to any one of the following persons:

- To the complainant's immediate supervisor or CCTB Campus Director. If the CCTB Campus Director is absent or named in the complaint, the student should submit their dispute to the Director, Student Services/Registrar.
- The Director, Compliance and Regulatory Affairs must be copied in the initial dispute.
- The designated administrator who receives the complaint or report is required to promptly document it (within 5 business days), so that an investigation into the complaint can be commenced;
- In circumstances where the complainant feels it inappropriate to make a report or complaint to their direct supervisor or the CCTB Campus Director, they may make their report or complaint directly to any external investigating body of their choice.

1.23. All complaints and reports will be taken seriously and will be dealt with fairly and promptly.

2. Investigation Procedure

2.1. If the subject matter of a complaint or report fits within the definition of Bullying and Harassment and/or Discrimination, it will be investigated. The investigation will be approached in an unbiased manner.

2.2. Investigations will be conducted by the CCTB Campus Director or their designate, which may include an external investigator.

2.3. Both the complainant and the respondent are entitled to a fair hearing. The investigator will interview the complainant, the respondent, and any other witnesses the investigator believes may have information relevant to the complaint or report. The investigator will review any documents he or she considers relevant. The respondent will be given the details of the complaint or report, and will be provided with a reasonable opportunity to respond.

2.4. All investigation proceedings will be documented, and, upon completion of the investigation, the assigned investigator will prepare a report of findings with recommendations.

2.5. If a complaint or report is found to have merit, then appropriate remedial, corrective or disciplinary action will be taken. This action may include education and training or formal disciplinary or corrective action.

2.6. If the investigation fails to find evidence in support of the complaint, there will be no documentation filed concerning the complaint.

3. Confidentiality

3.1. Complaints and reports of bullying and harassment and/or discrimination involve confidential and sensitive matters. Confidentiality is required so those who may have experienced bullying and harassment and/or discrimination will feel free to come forward, and the reputations and interests of those accused are protected.

3.2. All individuals involved in a bullying and harassment and/or discrimination complaint or report must maintain the confidentiality of any information they receive during the course of the investigation process. Any individual breaching confidentiality may be subject to disciplinary or corrective action.

3.3. Subject to disclosure which is required by law or is necessary to investigate or resolve a complaint or report, CCTB will make every effort to keep confidential any information pertaining to the complaint.

4. Retaliation

Retaliation of any kind against a student of CCTB who, in good faith:

- Files a complaint or report of bullying and harassment and/or discrimination;
- Participates or cooperates in any investigation under this policy; or
- Associates with a person who invoked this policy or participates in these procedures.

will not be tolerated.

5. Frivolous Complaints or Reports

Complaints or reports of bullying and harassment and/or discrimination are serious matters. Students of CCTB who are found to have made frivolous, vexatious, or malicious complaints of bullying and harassment and/or discrimination may be subject to disciplinary or corrective action.

Definitions

Bullying and Harassment: includes any inappropriate conduct or comment by a person towards another person that the person knew or reasonably ought to have known would cause that individual to be humiliated or intimidated, but excludes any reasonable action taken by a supervisor relating to the student.

Examples of bullying and harassment include, but are not limited to, such things as:

- Words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- Threats or intimidation;
- Cyberbullying;
- Physical assault; or
- Persistent rudeness, taunting, malicious gossip, patronizing behaviour, vandalizing belongings or other conduct which adversely affects the learning environment.

Discrimination: means discrimination based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, age, or criminal conviction which is unrelated to the person's employment. Discrimination includes sexual harassment, as defined below.

Sexual Harassment: means conduct or comments of a sexual nature that are unwelcome, and that detrimentally affect the learning environment or lead to adverse institute-related consequences. Sexual harassment includes, but is not limited to, such things as:

- Unwanted touching;
- Unwelcome sexual flirtations, advances or propositions;
- Sexually suggestive, obscene or degrading comments or gestures;
- Offensive jokes of a sexual nature;
- Leering or staring;
- Displaying or circulating pictures or other material of a sexual nature; or
- Unwelcome questions or remarks about a person's sex life, appearance or clothing.

Related Legislation

- Private Training Act

Related Policies

Policy Name	Policy Number
Sexual Misconduct Policy	

Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Updated point of contact to CCTB Campus Director
02 Jan 2026	Included Director, Compliance and Regulatory Affairs in policy