

**OLDS COLLEGE  
POLICIES AND PROCEDURES MANUAL**

CATEGORY: **General**

SUBJECT: **Code of Conduct**

POLICY NUMBER: **A25**

CROSS REFERENCE: A6, A7, A8, A17, A20, A21, A22, A23, C6, D25, D26, E1

**APPROVALS**

**New**

<b>Board of Governors</b>	<b>Academic Council</b>	<b>Academic Coordinating Committee</b>	<b>Administrative Services Committee</b>	<b>Executive Committee</b>
Date: <b>2005/11/24</b>	Date: <b>2005/11/17</b>	Date: <b>2005/09/26</b>	Date:	Date:

**POLICY STATEMENT**

Olds College expects that all students, staff, contractors and guests will pursue high standards of personal conduct while on the Olds College campuses or when participating in Olds College organized or sanctioned events. Olds College reserves the right to apply the policy to conduct off the campus where there is a real and substantial link to the College and where the conduct:

1. gives rise to a reasonable belief that the individual(s) behavior posed a substantial danger to himself/herself or others in the College community;
2. gives rise to a reasonable belief that the behavior of the individual could adversely affect the College's interests, reputation or graduates' credentials;
3. adversely impacts learning activities, living environments and business relations of Olds College.

Olds College students, staff, contractors and guests are required to be aware of the expectations of this policy and govern themselves accordingly.

**SPECIFIC GUIDELINES**

Olds College students, staff, contractors and others are expected to apply these statements to their personal conduct, as follows:

## **CONDUCT TOWARD OTHERS**

I will respect the rights and dignity of all persons by:

- promoting an environment that is free of any form of harassment or discrimination;
- refusing to tolerate verbal or physical abuse or the threat of abuse;
- refraining from behaviors that interfere with or disrupt the learning, living or work life of myself or others;
- treating confidential information appropriately;
- encouraging others to feel welcome and safe.

## **PERSONAL CONDUCT**

I will demonstrate a high standard of personal conduct by:

- refraining from possessing, consuming, or functioning under the influence of any intoxicating substance except where specifically allowed for under the policies of Olds College.
- being reliable in my commitment to participate in work, study and related activities;
- refraining from the use of a position of trust to receive special benefits or consideration, financial or material gain for myself or others;
- appropriately using any real or perceived position of authority;
- consistently practicing honesty in my academic or work life;
- supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our learning environment.

## **CONDUCT TOWARD PROPERTY**

I will respect the property of others by working to create an environment that does not condone:

- theft, vandalism or damage of property;
- unauthorized use or entry to any space or property;
- violation of civil or criminal statutes

## **CONDUCT TOWARD ANIMALS**

I will recognize that animals form a critical foundation to our learning, research, and recreational activities by:

- always treating the welfare of animals in the care of Olds College as a first priority when working with them;
- always treating animals in accordance with the regulations set out in the Animal Welfare Act, by the Canadian Council on Animal Care, or any other animal welfare regulations adopted by Olds College.

## **AWARENESS AND COLLEGE COMMUNITY RESPONSIBILITY**

I will practice integrity by supporting others in adherence to this policy by:

- recognizing how this policy is connected with a number of more in-depth College policies, procedures and Provincial and Federal Legislation;
- taking responsibility for learning how related legislation, policies and procedures apply to my situation.

## **PROCEDURES**

Attempting or assisting others to commit acts which violate this policy shall be treated in the same manner as completed violations and are subject to the same range of sanctions.

Individuals may be accountable to both external authorities and the College for acts that constitute violations of this policy. Assessment of policy violations and related consequences can occur irrespective of any administrative, civil or criminal proceedings arising out of the same or related events.

## **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

This policy will be reviewed by the Vice President of Student and Support Services every five years.