

## RESPECTFUL CAMPUS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	G. People & Culture
<b>Policy Number:</b>	G24
<b>Approval Date:</b>	May 15, 2025
<b>Effective Date:</b>	May 15, 2025
<b>Policy Owner:</b>	Chief People & Culture Officer

<b>Objective:</b>	<p>Olds College of Agriculture &amp; Technology (the “College”) is committed to building and preserving a safe, productive and healthy work and learning environment based on mutual respect. In pursuit of this goal, the College does not condone nor tolerate acts of violence, discrimination, bullying and/or harassment.</p> <p>It is not the intention of this policy to interfere, or prevent free speech or intellectual discourse, with regard to everyday interactions. It is also not intended to limit the exercise of supervisory and/or instructional functions taken in accordance with the provisions of applicable collective agreement, contract or policy. Additionally, this policy does not preclude individuals from exercising their rights to file a complaint under the grievance process of a collective agreement, or with the Alberta Human Rights Commission, Alberta Occupational Health and Safety, or seek civil or criminal remedies.</p> <p><b>Scope:</b> This policy applies to Olds College employees, students, third party contractors, visitors and volunteers engaged in duties or activities on or off campus that have connection to Olds College. Students subject to violations of this policy by Olds College employees are covered by this policy. However, students in violation of this policy are subject to the provisions of policy and procedure 107 Student Code of Conduct.</p>
<b>Policy:</b>	<p>This policy specifically prohibits violence, threats, discrimination, harassment, sexual harassment and disrespectful behaviour in the campus environment (includes indoor and/or outdoor spaces) in order to minimize the risk of physical or psychological injury.</p> <p>If the College becomes aware that an employee or student is at risk of domestic violence carrying over to the workplace or learning environment, reasonable precautions will be implemented to protect the individual and coworkers/classmates.</p>

The College provides training for employees and students in respect in the workplace. Employees are required to participate in the training and education on harassment, violence and discrimination.

The College will investigate any incidents of violence or harassment in a fair, just, equitable and timely manner and take appropriate corrective action. The College will not disclose the circumstances related to an incident or the names of the Complainant, the Respondent and any witnesses, except where necessary to:

1. investigate the complaint or incident
2. take corrective action, or
3. Inform the parties involved in the complaint or incident of the results of the investigation and of any corrective action to be taken to address the complaint or incident,
4. inform workers of a specific or general threat of violence or potential violence, or
5. as required by law.

Where criminal and/or civil proceedings are ongoing the College will conduct its own independent investigation and will make its own findings. The College will reasonably cooperate with law enforcement authorities in conducting their investigations.

The College will disclose only the minimum amount of personal information necessary to inform workers of a specific or general threat of violence or potential violence.

Members of the college community are expected to:

- share the responsibility of establishing and maintaining an environment of respectful behaviour.
- make every reasonable effort to prevent, identify and report acts of discrimination, harassment or violence that have been committed or that they reasonably believe may have been committed, in compliance with this policy and procedure
- act in compliance with all applicable laws and regulations when fulfilling their obligations to and interacting with the college; when appropriate investigations may be handled by outside authorities.

The College will not tolerate any form of retaliation against a Complainant who, in good faith, makes a complaint of discrimination, harassment, sexual harassment or workplace violence. If a Complainant acts in bad faith in making a complaint, disciplinary action may be taken.

Actions taken under this policy may include discipline up to and including termination of employment, expulsion, denial of access to the college, and/or legal sanctions.

## Definitions:

**Workplace Violence:** Violence, whether at a work site or work related, is defined by the OHS Act as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

**Harassment:** Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person

knows or ought to reasonably know will or would cause offence or humiliation to a person or adversely affect the person's health and safety and includes: (i) conduct, comment, bullying or action against race, religious beliefs, ethnicity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation, or any other protected ground under Alberta Human Rights legislation and (ii) a sexual solicitation or advance.

**Discrimination:** Includes differential treatment of a particular person or group of people on the basis of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation, or any other protected ground under Alberta Human Rights legislation. It serves no educational or work-related purpose and is known or ought reasonably to be known to have the effect of creating an unfair, unreasonable or unsafe environment.

**Disrespectful behaviour:** Involves objectionable behaviour that demeans, distresses, disturbs or embarrasses one or more employees. Disrespectful behaviour also includes conduct that is not appropriate to the work or learning environment (e.g., yelling, swearing). Repeated disrespectful behaviour may be considered bullying.

**Bullying:** Involves repeated incidents or a pattern of behaviour intended to intimidate, offend, degrade or humiliate a particular person or group of people. Bullying may be verbal, non-verbal, overt or covert, and may involve written and/or electronic communication. Bullying behaviour does not include:

- (a) Expressing differences of opinion,
- (b) Offering constructive feedback, guidance, or advice about work or learning-related behaviour,
- (c) Reasonable action taken by a supervisor relating to the management and direction of employees (e.g. managing an employee's performance, taking reasonable disciplinary actions, and assigning work)
- (d) Reasonable action taken by employees engaged in classroom management and providing directions to students related to the learning environment.

**Complainant:** A person who believes they or another person have experienced discrimination, harassment or violence and initiates a complaint against someone covered under this policy.

**Respondent:** A person who is alleged to have committed an act(s) which may violate this policy.

**Members of the College Community:** Include employees, students, visitors, volunteers, third party contractors and their employees engaged in activities related to their contracts with the college.

**Protected Ground:** Race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, marital status, family status, source of income, age, ancestry, place of origin, gender identity, gender expression, or as otherwise set out in the Alberta Human Rights legislation.

	<p><b>Sexual harassment:</b> Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Incidents of sexual harassment include, but are not limited to, situations when:</p> <ul style="list-style-type: none"> <li>• Such conduct has the purpose or effect of interfering with an employee’s work performance or a student’s academic performance, or creating an intimidating, hostile, or offensive working or learning environment;</li> <li>• Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or of the teaching and learning process; or</li> <li>• Submission to or rejection of such conduct is used in employment or academic decisions affecting that employee or student.</li> </ul> <p>Examples of sexual harassment include but are not limited to unwelcome comments or conduct of a sexual nature such as leering, “dirty” jokes, gestures, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature. The behavior need not be intentional in order to be considered sexual harassment.</p> <p>Complaints that are covered by the Olds College Sexual and Gender-Based Violence policy may be referred to that policy and procedure instead of this policy and procedure.</p>
<b>Related Information:</b>	<i>Alberta Human Rights Act</i> Alberta Occupational Health and Safety B01/G02 Code of Conduct G09 Sexual & Gender-Based Violence G15 Occupational Health & Safety I07 Student Code of Conduct
<b>Related Procedures:</b>	G09 Sexual & Gender-Based Violence Procedures G24 Respectful Campus Procedure I07 Reporting, Investigations & Outcomes Procedure I07 Student Disputes, Complaints & Appeals Procedure
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