

EMPLOYEE CODE OF CONDUCT POLICY

Policy Statement

Bow Valley College employees are expected to exemplify values of integrity, ethics, and concern for individual people and diversity. While engaged in College activity, individuals must not engage in conduct that:

- Limits the reasonable freedom of other persons to pursue their studies or work in the College or to participate in the life of the College;
- Is perceived to be harassing or discriminating against any member of the College community;
- Interferes with the operation of the College or causes damage to the College property environment or ecology;
- Is violent or threatening;
- Is illegal or unlawful; and
- A reasonable person would see as inappropriate.

Purpose

The Employee Code of Conduct Policy provides a framework to ensure that Bow Valley College operates in a safe, ethical, legal and equitable manner.

Scope

The policy applies to:

- Employees;
- Independent contractors;
- Volunteers; and
- Other individuals associated with Bow Valley College (e.g. vendors, suppliers and campus visitors).

'Learners' are governed by the Learner Code of Conduct Policy (500-1-1). In select circumstances, a learner may utilize the Employee Code of Conduct Policy to address an alleged misconduct under the Employee Code of Conduct Policy.

The Employee Code of Conduct Policy applies to the Bow Valley College community, at any sanctioned college events, regardless of location or modality (e.g. traditional, distance, online, practicum, work placement, etc.). However procedures may diverge for different groups (independent contractors, volunteers and others etc.).

Principle Objectives

1. Employees at Bow Valley College are expected to comply with municipal, provincial and federal acts and legislation (see Related Legislation section on Data Sheet).
2. Employees are also expected to follow associated policies which work in conjunction with the Employee Code of Conduct Policy (see Associated Policies section on Data Sheet).
3. It is the responsibility of the College to:
 - Make information widely available to the College community regarding the Employee Code of Conduct Policy, Procedure and legislation referred to therein;

- Ensure that members of the College community are able to access the Employee Code of Conduct Policy through various communication methods; and
 - Ensure that College community members are able to access their supervisor, Human Resources, or, if applicable under a collective agreement, the collective bargaining unit representative for assistance.
4. All documentation regarding Employee Code of Conduct Policy concerns will remain confidential to the degree permitted by law. There will be no recriminations against the complainant or any witnesses as a result of a valid Employee Code of Conduct Policy complaint. Records will be maintained in accordance with the Bow Valley College record management policy.
5. All Employee Code of Conduct Policy inquiries and complaints will be subject to investigation, response and consequences/sanctions in accordance with the Employee Code of Conduct Policy and Procedure and where applicable, in accordance with any collective agreements.
6. All Employee Code of Conduct Policy Reports will be reviewed by the Director of Human Resources to determine action required in accordance with the Employee Code of Conduct Policy and Procedure.
7. Formal communication of decisions/sanctions to complainant(s) and respondent(s) will be monitored by the Director of Human Resources to review clarity, consistency and adherence to the Employee Code of Conduct Policy and Procedure.
8. Allegations that appear to be malicious in nature will be reported to the applicable Dean, Director or Vice President with recommendations for sanctions.
9. The Director, Learner Success Services is responsible for the administration and communication of the Code of Conduct Policy for Learners.

Compliance

All College employees, independent contractors and volunteers are responsible for knowing, understanding and complying with Bow Valley College policies, procedure and other attached documentation that relate to their, employment, or relationship at the College. Non-compliance may create risk for the College and will be addressed accordingly with reference to disciplinary measures considered in the Employee Code of Conduct Procedure.

Failure to comply with the Code of Conduct Policy may result in discipline and corrective action, as identified in the Employee Code of Conduct Procedure.

Definitions

College community: Learners, employees, independent contractors, volunteers, or other individuals who are formally connected to Bow Valley College (e.g. vendors and suppliers).

College employees: Those who are employed by Bow Valley College. Bow Valley College pays employees directly and also files tax information and deductions with the Canadian Revenue Agency.

Complainant: Any person who has reason to believe that a College community member has committed an offence and who initiates a procedure under this Policy.

Dean/Director: The most senior College employee in an academic department or service area. When there is an allegation of inappropriate behavior 'Dean' shall be interpreted as the Dean (or delegate) of the Academic Department in which an inappropriate behavior occurred; or Director (or delegate) of the service area in which an inappropriate behavior occurred.

Discrimination: Discrimination is defined as unjust practice or behaviour, whether intentional or not, based on race, religious beliefs, colour, gender, physical and/or mental disability, marital status, family status, source and level of income, age, ancestry, place of origin, sexual orientation and which has negative effects on any individual or group.

Harassment: Harassment occurs when someone is subjected to unwelcome verbal or physical conduct.

Independent Contractor: Businesses, either sole proprietorships or multi-person companies, which provide goods and/or services to Bow Valley College through a business transaction, are independent contractors. Worker payments, transactions, taxes and benefits are the responsibility of the independent contractor.

Learner: A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, "learner" shall be used synonymously for applicants, prospective learners and learners unless specifically noted otherwise.

Respondent: The person(s) who replies to an allegation.

Safety: The state of being reasonably certain that one will not be emotionally, physically, or mentally hurt by other persons or situations.

Sanctions: The penalties that act to ensure compliance or conformity with the Code of Conduct Policy.

Volunteer: A person who voluntarily provides himself or herself for a service or undertaking without pay.

Violence: Violence is an attempted, threatened or actual conduct of a person that causes, or is likely to cause, physical or non-physical injury.

Policy Data

DATA SHEET

Accountable Officer

Vice President College Services

Responsible Officer

Director, Human Resources

Approval

Contact Area

Human Resources

Relevant Dates

Approved	June 13, 2014
Effective	June 13, 2014
Next Review	June 2019
Modification History	

Associated Policy(ies)

- Purchasing Policy #100-1-2
- Disclosure of Travel and Expense Policy 100-1-3
- Learner Code of Conduct Policy #500-1-1
- Fraud Policy #200-1-4
- Ethical Business Practices #200-1-5
- Death of an Employee Policy #200-1-10
- Crisis Communications #200-2-2
- Violence in the Workplace Policy #200-2-5
- Working Alone Policy #200-2-4
- Protected Disclosure Policy #200-1-6
- Workplace Relationships #200-1-3
- Telework-4-3
- Email Acceptable Use Policy #300-2-1
- Computer and Networks #300-2-4
- Privacy and Access Policy #300-2-10
- Copyright Policy #500-1-3
- Ethical Conduct for Research Involving Human Participants #500-3-2
- Integrity in Research and Scholarship #500-3-3
- Attendance at Charitable and Partisan Fundraising Events #600-1-5

Directly Related Procedures

Credit Card Use Procedure #100-1-5
Expense Claim Procedure #100-1-6
Learner Code of Conduct Procedure #500-1-1
Employee Code of Conduct Procedure # 200-1-1

Related Legislation

Alberta Public Agencies Governance Act (Alberta)
Occupational Health and Safety Act (Alberta)
Canadian Human Rights Act (Canada)
Charitable Fund-Raising Act (Alberta)
Citizenship and Multiculturalism Act (Alberta)
Employment Standards Code (Alberta)
Financial Administration Act (Alberta);
Freedom of Information and Privacy Protection Act (Alberta)
Government Accountability Act (Alberta)
Health Information Act (Alberta)
Health Professions Act (Alberta)
Human Rights Act (Alberta)
Income and Employment Supports Act (Alberta)
Individuals' Rights Protection Act (Alberta)
Lobbyist Act (Alberta)
Personal Information Protection and Electronic Documents Act (Canada)
Post-secondary Learning Act (Alberta)
Public Interest Disclosure Act (Alberta)
Results-based Budgeting Act (Alberta)
Societies Act (Alberta)
Volunteer Protection Act (Canada)
Other relevant legislation that applies to Canadian citizens and the residents of Alberta

LEARNER CODE OF CONDUCT POLICY

Policy Statement

Bow Valley College (the College) is committed to establishing and sustaining a positive and dynamic learning and working environment within our diverse College community. Actions of all members of our College community are expected to exemplify our values of excellence, learning centred, accountability, concern for people, integrity, and respect for diversity, teamwork and trust.

While engaged in College activity, Bow Valley College learners must not engage in conduct that:

1. limits the reasonable freedom of other persons to pursue their studies, research, or work in the College or to participate in the life of the College;
2. is perceived to be harassing or discriminating against any member of the College community;
3. interferes with the operation of the College or causes damage to College property, environment or ecology;
4. is violent or threatening;
5. a reasonable person would see as inappropriate.

Purpose

This policy provides a framework to ensure that the College operates in a safe, comfortable, consistent and equitable manner.

Scope

This policy applies to Bow Valley College learners regardless of location, including College sanctioned events at any location, or learning modality (e.g., traditional, distance, on-line, practicum, work placement).

Principal Objectives

1. The College community has the right to expect behaviour that follows the Learner Code of Conduct policy.
2. Learners have the responsibility to demonstrate behaviour that follows the Learner Code of Conduct policy.
3. Learners have the right and responsibility to seek assistance and direction from the College employees regarding Code of Conduct concerns.
4. The College has the responsibility to ensure that the Learner Code of Conduct Policy and Procedure are made available and accessible to learners through appropriate communication methods such as, but not limited to, public folders and intranet for employees and the Student Handbook, student email and New Student Orientation materials for students.
5. The College has the responsibility to ensure that all Learner Code of Conduct inquiries and complaints are investigated in a thorough and consistent manner in accordance with the Learner Code of Conduct Policy and Procedure.
6. The College has the responsibility to ensure the confidentiality of learner conduct records in accordance with College policy and procedure.
7. The Learner Code of Conduct Policy and Procedure are intended to address authentic allegations of perceived learner misconduct. Allegations that appear to be malicious in nature will be addressed according to College policy and procedure.
8. The Learner Code of Conduct Policy and Procedure govern learner conduct only. The Director, Human Resources is responsible for the administration and communication of the Code of Conduct Policy and Procedure for Employees.

Compliance

College employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedure, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

College community: Learners, employees, and volunteers, or other individuals who are formally connected to the College and who attend any Bow Valley College campus or workplace practicum.

Discrimination: Discrimination is defined as unjust practice or behaviour, whether intentional or not, based on race, religious beliefs, colour, gender, gender identity/expression, physical and/or mental disability, marital status, family status, source and level of income, age, ancestry, place of origin, sexual orientation and which has negative effects on any individual or group.

Harassment: Harassment occurs when someone is subjected to unwelcome verbal, written, electronic or physical conduct.

Learner: A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, “learner” shall be used synonymously for applicants and learners unless otherwise noted.

Practicum/work placement: Any placement (volunteer or otherwise) which is part of a learner’s academic program and which places or may place the learner in contact with the public. Practica or work placements include hospital rotations or other clinical placements and placements in work settings selected for career program completion or upgrading work experience courses.

Violence: Violence is an attempted, threatened or actual conduct of a person that causes, or is likely to cause, physical or non-physical injury.

DATA SHEET**Accountable Officer**

Vice President, Learner Services and Finance, and C.F.O.

Responsible Officer

Director, Learner Success Services

Contact Area

Learner Success Services

Relevant Dates

Approved	April 26, 2014
Effective	April 26, 2014
Next Review	April 2019
Modification History	August, 2017 – Admin changes

Associated Policies

Code of Conduct Policy for Employees #200-1-1

Learner Appeals #500-1-12

Learner Records and Information Policy #500-1-16

Directly Related Procedure

Code of Conduct Procedure for Learners #500-1-1

Related Legislation

Including but not limited to:

*Alberta Human Rights, Citizenship and Multiculturalism Act**Alberta Individuals' Rights Protection Act**Criminal Code of Canada**Occupational Health and Safety Act**Freedom of Information and Privacy Protection Act*

Campus Life

POLICE INFORMATION CHECKS

Learners in certain programs are required to submit a current police information check to the Registrar's Office or their program of study prior to entering the work experience or clinical component of their program.

Learners are responsible for applying for and obtaining their own police information check. It is the responsibility of the learner to obtain the necessary information for the record and understand the implications on their work/clinical placement and the licensure and/or employment prospects. For information on how to obtain a police information check, please contact your local police district office.

It is the decision of the practicum agencies to accept or reject a student for placement or observation experience based on the results of your police information check.

If you are unsure if your program requires you to have a police information check completed, please contact your individual academic department.

BVC SMOKING POLICY

In order to maintain a safe, smoke-free workplace, we have updated our smoking policy.

Please note that smoking, including E-Cigarettes, is prohibited on all College properties. This smoking policy extends to employees, students, and visitors of the College.

Smoking is also restricted at all facility entrances:

- 1) North and West Campus buildings: smoking is not permitted within three (3) meters (9.8 feet) from entrances, exits, balconies, air intakes, and vents.
- 2) South Campus building: smoking is not permitted within 7.5 meters (24 feet) from entrances, exits, balconies, air intakes, and vents, including the 4th floor rooftop and the stairs at the 3rd Street entrance.
- 3) All other regional locations: smoking is not permitted within five (5) meters (16 feet) from entrances, exits, balconies, air intakes, and vents.

Campus Life

Ashtrays are located in the areas where smoking is permitted.

Campus Security and City of Calgary By-law officers will patrol smoke free areas to ensure compliance. Non-compliance can result in fines of up to \$1000 for a first offence, and up to \$5000 for a subsequent offence. The College will also address non-compliance with reference to disciplinary measures in the Employee and Learner Codes of Conduct.

Smoking can lead to serious health issues, and we encourage all BVC learners and employees to live a smoke-free lifestyle. If you need help quitting there are resources available for you at [Health Canada](#), or you can consult with your doctor to join a smoking cessation program.

Please refer to bowvalleycollege.ca/studentforms for the complete, official policy.

LEARNER CODE OF CONDUCT

Bow Valley College is committed to establishing and sustaining a positive and dynamic learning and working environment within our diverse College community. Actions of all members of our College community are expected to exemplify our values of excellence, learner-centred focus, accountability, concern for people, integrity, respect for diversity, teamwork, and trust.

While engaged in College activity, Bow Valley College learners must not engage in conduct that:

1. limits the reasonable freedom of other persons to pursue their studies, research, or work in the College or to participate in the life of the College.
2. is perceived to be harassing or discriminating against any member of the Bow Valley College community.
3. interferes with the operation of the College or causes damage to College property, environment, or ecology.
4. is violent or threatening.
5. a reasonable person would see as inappropriate.

Bow Valley College has the responsibility to ensure that these

SMOKE FREE CAMPUS POLICY

Policy Statement

Bow Valley College (BVC) recognizes the detrimental effects of smoking to the health and safety of students, staff, contractors, visitors, members of the public and its property.

Purpose

This policy prohibits smoking on internal and external College properties and at all designated entrances to facilities.

Scope

Compliance with this policy extends to all members of the College community, visitors, and contractors of the College and members of the public.

Smoking for this policy includes a substance which is burned and the resulting smoke is to be breathed in to be tasted or inhaled. This policy is further extended to include the use of all types of E-cigarettes or any other device which emulates the act of smoking which involves the production of airborne contaminants or substances and it includes all forms of pipes, holders, instruments, etc., that are used for similar purposes.

Principal Objectives

1. Smoking is prohibited:
 - 1.1. Within all College facilities and sites, including any public place where visitors are permitted or invited;
 - 1.2. On outdoor spaces which are properties of BVC (e.g. rooftops, street level patios and green spaces) and which are designated as non-smoking through signage,
 - 1.3. In any parking lot or parkade on college property; and
 - 1.4. Within any College owned or leased vehicle or in personal vehicles on college property.
2. BVC shall restrict smoking at all facility entrances. BVC policies regarding smoking at entrances are in compliance with municipal and provincial legislation, as well as best practice guidelines obtained through LEEDs certification where applicable (the South campus building is Silver LEED certified). Restrictions on smoking at entrances are as follows:
 - 2.1. At the North Campus smoking is not permitted within three (3) meters (9.8 feet) from entrances, exits, air intakes and vents.
 - 2.2. At the South Campus building smoking is not permitted within 7.5 meters (24 feet) from entrances, exits, air intakes and vents.
 - 2.3. At the West Campus smoking is not permitted on the patio surrounding the building or on the green space beside the building.
 - 2.4. At all other locations smoking is not permitted within five (5) meters (16 feet) from entrances, exits, air intakes and vents.

3. All lit smoking products must be extinguished or disposed at a minimum distance from entrances (as identified in article 2).
4. The College shall post signage indicating areas as non-smoking where applicable. No person shall remove, alter, conceal, deface or destroy any non-smoking signage with regard to this policy.
5. This policy does not affect the rights of Aboriginal people respecting traditional Aboriginal spiritual or cultural practices or ceremonies. Those practices and ceremonies may take place in the designated space in the Iniiikokaan Centre at South Campus and shall be held in accordance with the Tobacco Reduction Act (Alberta) and regulation.
6. Campus Security shall patrol the downtown campus and ensure smokers are aware of this policy when applicable.
7. College members shall report non-compliance of this policy to Campus Security.
8. In instances of non-compliance with this policy, the policies and procedures identified as associated policies and procedures to this policy shall apply.
9. The College is committed to improving the health and productivity of its employees. As part of this commitment, employees may participate confidentially in the Employee and Family Assistance Program for addiction related problems including smoking. Information pertaining to the Family Assistance Program may be found on the employee intranet (mycampus site). Students can gain assistance through <http://www.mystudentplan.ca/bowvalley/en/mywellness/resources>.

Compliance

Employees, independent contractors, and learners are responsible for knowing, understanding, and complying with BVC policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College. Non-compliance may create risk for the College and will be addressed accordingly.

Definitions

Smoking: is a practice in which a substance is burned and the resulting smoke is to be breathed in to be tasted or inhaled. The definition is further extended to include the use of all types of E-cigarettes or any other device which emulates the act of smoking which involves the production of airborne contaminants or substances and it includes all forms of pipes, holders, instruments, etc., that are used for similar purposes.

Policy Data

DATA SHEET

Accountable Officer

Vice-President, Strategy and CIO

Responsible Officer(s)

Director, Facilities, Ancillary Services and Campus Development

Approval

President and CEO

Contact Area

Facilities, Ancillary Services and Campus Development

Relevant Dates

Approved	March 13, 2018
Effective	
Next Review	
Modification History	

Associated Policy(ies)

Security Services Policy (300-3-2)
Employee Code of Conduct Policy (200-1-1)

Learner Code of Conduct Policy (500-1-1)

Directly Related Procedure(s)

Patrol Routine (300-3-2)
Removal from Premises Procedure (300-3-2)

Employee Code of Conduct Procedure (200-1-1)
Learner Code of Conduct Procedure (500-1-1)

Directly Related Guideline(s) (if any)

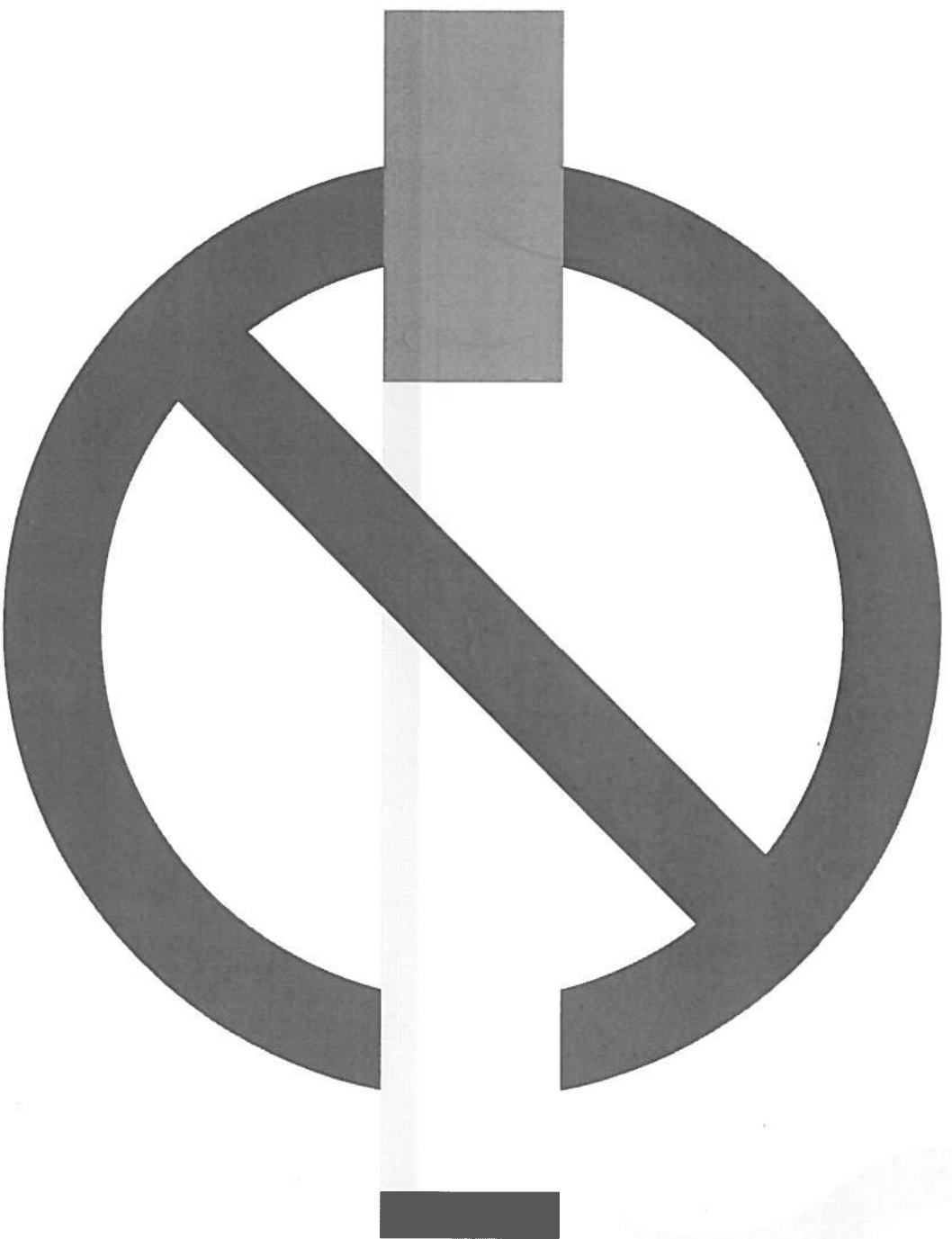
Related Legislation

City of Calgary Smoking Bylaw
Tobacco Reduction Act, SA 2005, c T-3.8

Alberta Building Code
Alberta Fire Code

Related Documentation

Canada Green Building Council (<http://www.cagbc.org/>) for LEED Certification



Bow Valley College is a smoke free campus.

Smoking on campus property is prohibited. This includes all outdoor spaces such as rooftops, street level patios, and green spaces for North, South and West campus.

*The policy includes all types of E-cigarettes and smoking devices