

**RESPECTFUL AND INCLUSIVE ENVIRONMENT POLICY**

<b>Policy Name:</b> Respectful and Inclusive Environment	<b>Responsible Owner:</b> Associate Vice President, Human Resources	<b>Created:</b> 2010 Apr
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**A. PURPOSE**

Douglas College (the College) strives to provide all members of the College Community with a working, learning and living environment that is respectful, inclusive, welcoming, civil, courteous and free from disrespectful or inappropriate behaviour. This policy articulates the shared responsibility of all members of the College Community to uphold and behave in a manner consistent with these commitments.

**B. SCOPE**

This policy applies to all members of the College Community while performing College duties or engaging in College-related Events or Activities, inclusive of performance or engagement that occurs

- a. on College Property;
- b. off College Property in connection with a College-related Event or Activity sponsored, organized, led or required by the College; or
- c. in other circumstances that may adversely affect the working, learning or living environments at the College, or the College’s interests or reputation.

**Limitation of Scope**

This policy is not intended to prohibit the respectful expression of differing viewpoints, scholarly debate or peaceful protest; nor is it intended to impede members of the College Community in their free pursuit of scholarly knowledge, use of instructional techniques, exploration of course content or

frank discussion of topics that may be controversial, provided that such pursuits, techniques, activities and/or discussions are conducted in a manner that is civil and respectful.

This policy is designed to complement and not conflict with the College's collective agreements. If there is any inconsistency between this policy and a collective agreement, the applicable collective agreement provision(s) will prevail to the extent of the inconsistency.

### **Application of Other College Policies**

Conduct that violates this policy may also violate other [College policies](#), such as but not limited to the following:

- For bullying and harassment of an Employee, including Students who are also Employees and who experience the bullying and harassing behaviour while acting in their capacity as Employees, see also the *Bullying and Harassment Prevention and Response* policy;
- For conduct that meets the definition of discrimination under the *BC Human Rights Code*, see also the *Human Rights* policy;
- For bullying and harassment of a Student who is not also a College Employee, where that bullying and harassment is alleged against other Student(s) who are not College Employees, see also the *Student Non-academic Misconduct* policy;
- For violence that is sexual in nature, see also the *Sexual Violence and Misconduct Prevention and Response* policy; and
- For all other forms of violence, including the threat of violence, see also the *Violence Prevention and Response* policy.

### **C. DEFINITIONS**

**College Community:** All College Employees, Students and Board members, and any other person contractually obligated to comply with College policy; for the purposes of this policy, includes visiting researchers as well as visitors to campus and users of campus facilities or services.

**College Property:** In addition to the College's physical campuses, centres and Student Housing; includes, for the purposes of this policy, technology and technological spaces—such as online learning platforms and social media networks—that are relied upon by Students and/or Employees in the completion of their studies and/or work.

**College-related Event or Activity:** Activity conducted under the auspices of the College at any location, including Student Housing and online or virtual locations (e.g., instruction, practicums, co-op or work experience placements, international field schools, sports events, artistic performances and Student club activity); events and activities held on College Property but within the exclusive control of an organization or group external to the College are not deemed College-related.

**Employee:** A person employed by the College, including administrators, faculty members, staff and contractors, and Students when employed by the College (e.g., as Student Assistants or Peer Tutors).

**Student:** A person enrolled in studies at the College in credit or non-credit courses.

**Student Housing:** On-campus living accommodation operated by Douglas College.

#### D. POLICY STATEMENTS

1. Douglas College is committed to providing a positive and an inclusive working, learning and living environment that reflects College Values, acknowledges and respects all College Community members, and welcomes the diverse experiences, identities, abilities, ideas, perspectives and contributions that each person brings.
2. The College recognizes its responsibility to foster and promote respectful, civil and inclusive practices. Specifically, it expects all members of the College Community to conduct themselves in ways that are consistent with this policy and compatible with these aims, including but not limited to the following:
  - a. Showing respect for the individual worth of all members of the College Community;
  - b. Protecting fundamental human rights prescribed by law;
  - c. Acting in a manner that supports collegiality, collaboration and shared responsibility for integrity, honesty, dignity and fairness in relationships;
  - d. Taking care when communicating in any form or medium to use tone, language, body language and gesture that promote mutual respect and inclusion;
  - e. Seeking to understand the views of others;
  - f. Recognizing that others hold fundamental beliefs, values and opinions that differ from one's own;
  - g. Acting to prevent intimidation, favouritism, discrimination, bullying and harassment, including the spreading of malicious rumour and gossip;
  - h. Following the highest standards of ethical behaviour in the course of one's work, to earn and maintain the confidence and trust of the Students and communities the College serves.
3. Members of the College Community are expected to behave in a manner supportive of a respectful and an inclusive environment. Behaviours that are disrespectful, exclusionary, uncivil, discourteous or disruptive of the working, learning or living environment are incompatible with the preservation of such an environment.
4. The College values the diversity of its Community. It will provide ongoing education and awareness programs to foster and protect that diversity, and to maintain an environment in which everyone feels welcome and included.
5. The College will provide and promote fair and equitable access to services and facilities.
6. The College does not have jurisdiction to take disciplinary action against a person who violates this policy who is not a member of the College Community, or who is not currently affiliated with the

College; however, under certain circumstances the College may be able to take other action, such as revoking a person's access to College Property or College-Related Events or Activities.

**E. PROCEDURES**

N/A

**F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

[Administration Policies](#)

- *Academic Freedom*
- *Acceptable Use of Computer and Information Technology*
- *Bullying and Harassment Prevention and Response*
- *Human Rights*
- *Privacy*
- *Sexual Violence and Misconduct Prevention and Response*
- *Student Non-academic Misconduct*
- *Tobacco and Smoke-free Campuses and Properties*
- *Use of College Facilities*
- *Use of the Douglas College Concourse and Atriums*
- *Violence Prevention and Response*
- *Weapons on Campus*

The following related documents are publicly available on the College website:

- Douglas College Code of Conduct for Employees and Contractors
- Douglas College Equity, Diversity and Inclusion Statement
- Douglas College Equity Statement (for hiring)
- Douglas College Indigenization Strategy
- Douglas College Values

The following related document is available to internal College users on DC Connect:

- Faculty Professional and Collegial Conduct Guideline

**G. RELATED ACTS AND REGULATIONS**

N/A

**H. RELATED COLLECTIVE AGREEMENTS**

Current Collective Agreements are publicly available on the website of the BC Post-Secondary Employers' Association (PSEA).

- *Collective Agreement between Douglas College and the BC General Employees' Union (BCGEU)*
- *Collective Agreement between Douglas College and Douglas College Faculty Association (DCFA)*