


Policy #	SSE 103
Approved by:	Jason Seright
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Policy Holder Signature:	
Policy Holder:	Vice President, Inclusion, Belonging, and Student Experience
Administrative Contact:	Associate Vice President, Learner and Career Success and Dean of Students
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Code of Student Community Standards Policy

Purpose:

The Humber College Institute of Technology and Advanced Learning, operating as Humber Polytechnic and the University of Guelph-Humber (hereinafter referred to as “Humber”) are a community of students, staff, and faculty working toward the common goal of mutual respect and understanding. The purpose of the Code of Student Community Standards (the “Code”) is to define the rights and responsibilities of students who are members of the community, and to provide clear expectations about the actions of students outside the academic environment in terms of respecting the rights, safety, and wellbeing of others.

The goal and responsibility of Humber is to provide an academic community encompassing all aspects of college/university life, such that the pursuit of education and personal growth can take place in a caring, respectful, safe, and welcoming environment. The intent of the Code is to provide a framework to resolve any non-academic issues that may arise. By enrolling, students accept and acknowledge their rights and responsibilities within this policy document.

In the context of the Code, all references to Humber are inclusive of both Humber Polytechnic and the University of Guelph-Humber.

This document is available in alternate format on request.

Scope:

The Code applies to all students (as defined below) in relation to non-academic student behaviour where there is a relationship between the student’s actions and Humber/UofGH. This relationship begins at the time of admission or registration in a program or course through to the completion of the course or graduation, including breaks between registration (e.g., summer term but returning in the fall), and change in program.

The Code is not meant to replace laws or other regulations, rather it sets out Humber's expectation that students at Humber are expected and required to act with a higher level of responsibility in order to preserve a safe, respectful, and inclusive learning and working community.

As per Humber's policy statement on Upholding Free Speech, members of the Humber community are free to criticize and contest the views of others. It is not the role of Humber, nor this Code, to shield members of the community from ideas and opinions that they may find disagreeable or offensive. However, speech that violates the law, including the Ontario Human Rights Code, and/or speech that constitutes harassment, a threat, or hate speech is not allowed. Humber will not limit the rights of freedom of expression provided by law.

Student behaviour that has a direct and adverse impact on the Humber community, its community members, the living and study environment, and/or workplace regardless of where such conduct may occur, either on or off campus, is covered by the Code. Students who study abroad must adhere to the Code as well as the regulations of the specific study abroad program, the host institution, and local laws, in addition to respecting the customs of the host country or region.

As per the Humber Human Rights and Harassment Policy, every member of the Humber community has the right to equitable treatment without discrimination or harassment. Community members have the right to express legitimate concerns about incidents of discrimination and harassment that they are experiencing in their education, work, or residence at Humber without fear of reprisal. Student-to-student complaints related to discrimination or harassment will be addressed according to the Community Standards Resolution and Appeal Procedure. Complaints involving a staff, faculty, or visitors should be referred to the Office of Human Rights and Harassment for resolution (humanrights@humber.ca). If an individual filing a complaint about harassment and/or discrimination wishes to remain anonymous, they must clearly indicate their wish in writing. The exploration will attempt to protect the complainant's identity as much as possible. However, the interests of fairness may require the complainant's identity be provided to one or more persons. Anonymous complaints about harassment and discrimination may be brought forward and will be addressed to the greatest extent possible considering procedural fairness, the information received, and the potential limitations created by the anonymity of the complainant.

Where a student is cross listed with another academic institution (i.e., another College or University), Humber will work with the institution to facilitate the application of this policy and procedures.

In conjunction with the Acceptable Use Policy for Technical Services, the use of technology, including personal communications and online content, to engage in behaviour that causes or has the potential to cause harm to a community member, or the community in general, is also within the scope of the Code and may be addressed if brought forward as a complaint.

A complaint against a non-student (i.e., faculty, staff) will be referred to the Faculty or department responsible for that individual, with the involvement of the Department of People(s) and Culture, as necessary, and will be addressed according to applicable policies and procedures, rules, guidelines, and/or collective agreements of Humber. In the case of a student employee, the

concern will be addressed through this Policy and will involve the Department of People(s) and Culture, as necessary.

All community members are subject to all local, municipal, provincial, and federal laws. In cases where Humber is aware of the potential violation of criminal law, it may be required to refer the incident and/or information to the appropriate law enforcement agency.

Other Applicable Policy & Procedures Documents

It is important to be aware of other policies, procedures, professional standards, and regulations that may apply and to review these regularly. For a list of related and applicable policies, please see the Related Procedures section of the Code. All policies can be found by accessing the website www.humber.ca/policies.

Multiple Proceedings

In some instances, the actions of a student may potentially violate more than one institutional code or policy. Where multiple codes or policies apply, those responsible for initiating the processes will consult to determine which process should be applied, which takes precedence, and whether engaging multiple procedures is fair and warranted. If there is any overlap or conflict between processes, it will be resolved by consultation between the staff responsible for administering the codes or policies.

Explorations under this Code may take place before, at the same time, or following a criminal/civil proceeding at the discretion of the Office of Student Community Standards in consultation with the Department of Public Safety. The intent is to not cause bias in the process or disadvantage any of the parties. As the standard of proof in a Code procedure is different, and a lower threshold, than a criminal or civil proceeding, the outcome of one process does not determine the outcome of another process.

In some cases, Humber may be asked by law enforcement to delay their exploration as it may negatively impact the external process. In these cases, and in the interest of maintaining a safe and welcoming learning environment, Humber may choose to implement interim measures until such time as an internal process can be started.

Interim Measures

While every effort is made to limit the academic impact on the student(s), should the Office of Student Community Standards, in conjunction with the Department of Public Safety, find student behaviour to pose an immediate, ongoing, or possible risk to a community member or Humber, an official from these areas may impose interim measures. Interim measures are assigned in an effort to protect the safety and/or well-being of community members, including the respondent, and may include a no-contact directive, a registration hold on a student's account, ban from campus property, relocation or removal from on-campus housing, and/or other necessary measures prior to the completion of an exploration of the facts of the incident. A student may also be required to participate in a threat/risk assessment interview, as determined by the CARE Team procedures, prior to interim measures being removed. Interim measures are preliminary in nature

and are generally in effect only until an exploration or adjudication has been completed. The implementation of interim measures does not imply a finding of “Responsible”.

Students affected by interim measures may request, in writing, a review of the interim measures at the following times:

- a) Where there has been a change in the status of court conditions or criminal charges.
- b) Following completion of a Humber approved threat/risk assessment interview.
- c) When the student has additional or new information relevant to the decision to impose interim measures.
- d) When the student, as a result of being on interim measures, risks losing their academic year.

Reviews will be completed by the Co-Chairs* of the CARE Team. A student requesting a review must submit a written request to CARE@humber.ca and include, at minimum, the following information:

- The interim measure to be reviewed.
- The alleged policy violation, if applicable.
- The impact of the interim measure on the student.
- The reason, from the list above, for the review.

The Co-Chairs of the CARE Team will review all information provided by the student, and any other relevant information, and will provide a decision in writing, with reasons, as soon as reasonably possible or within five (5) business days.

** For Interim Measures assigned by a Residence Life Coordinator, the review will be conducted by the Manager, Residence Life. For Interim Measures assigned by the Manager, Residence Life, the review will be conducted by the Director, SWEL Operations & Development.*

Key Terms & Phrases:

Administrator: A designated individual(s) who is responsible for reviewing the information gathered by the Resolution Coordinator during the exploration process. This review may be to determine an outcome, provide appropriate resolution outcomes (sanctions), and/or to make a decision regarding an appeal request.

Advisor: A trained student or employee of Humber made available to guide students through the Code or appeal process if desired. This person may not speak on behalf of the student.

Appeal: The process where students request a review of a decision based on any of the grounds listed in section 3 of the procedure document.

Appeal Petitioner: The student who is requesting an appeal of the initial decision.

Balance of Probabilities: The burden of proof for the Code process. The standard is met if the credible information indicates there is a greater than 50% chance the allegation is true. Simply

stated as "more probable than not", this is the standard that must be met in order to demonstrate that there has been a contravention of this policy.

Community Member: Any individual affiliated with Humber/UofGH who is involved in the learning community or in providing a service that contributes to the operation. Community members include, but are not limited to students, faculty, staff, administration, contracted service providers, and visitors to the Humber.

Complainant: The person reporting a concern or alleged contravention of the Code.

Discrimination: Adverse differential treatment or adverse impact of a person or group based on Prohibited Grounds outlined in the *Ontario Human Rights Code* including: race, ancestry, place of origin, colour, ethnic origin, citizenship, Creed (religion), record of offences, sex, sexual orientation, disability, age, marital status, family status, gender identity, gender expression, or receipt of public assistance. According to the Ontario Human Rights Commission, it includes the following elements: 1) not individually assessing the unique merits, capacities, and circumstances of a person; 2) instead, making stereotypical assumptions based on a person's presumed traits; and 3) having the impact of excluding persons, denying benefits, or imposing burdens. (This shall be read to include any updates or additions to the *Ontario Human Rights Code*). Please refer to the Human Rights & Harassment Policy for more information and related definitions.

Hate crime: Defined as a criminal violation motivated by hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or gender identity or expression, or any other similar factor.

Exploration Process: The agreed upon steps that will take place in exploring an allegation, fact finding, and gathering information related to an allegation.

Faculties: Any of the formalized academic units of Humber/UofGH that provide courses or programs in which students enrol.

Formal Process: A way of resolving a concern that includes an official exploration and adjudication of the credible evidence, assigning of educational resolution outcomes as appropriate, and case information being kept on file with the Office of Student Community Standards. Steps are explained in detail in the Code Procedures document.

Harassment: Engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can include visual representations, electronic messages, social media posts, written messages, verbal and/or physical conduct, and may relate to any of the grounds of discrimination prohibited by the *Ontario Human Rights Code* or other malicious grounds. Some examples of harassment are:

- Unwelcome remarks, jokes, slurs, innuendoes, or taunting.
- Hazing, stalking, shunning.
- The repeated mistreatment of one employee or student(s), targeted by one or more student(s) with a malicious mix of humiliation, intimidation, and sabotage of performance (bullying).
- Displaying derogatory or offensive pictures, graffiti, or materials either through printed copy or personal computer.
- Verbal abuse.

- Insulting gestures or practical jokes which cause embarrassment or awkwardness.
- Unauthorized and/or unnecessary physical contact.

Please refer to the Human Rights & Harassment Policy for more information.

Interim Measures: A temporary action that is made in an effort to protect the wellbeing and/or safety of community members, including the respondent, and can include a no-contact directive, ban from campus property, removal from on-campus housing, a registration hold on a student's account, and/or other necessary restrictions. Interim measures are in place temporarily until an exploration is complete and do not imply a finding of "Responsible".

Procedural Error: A flaw in the process of exploring evidence or considering an allegation.

Procedural Fairness: The process that ensures an individual who is alleged to be in violation of the Code is treated fairly in the exploration and determination of responsibility.

Professional Suitability and Standards: A document(s) relating to a school or career that explains the characteristics or behaviours required of an individual that allows them to participate in that school or career.

Resolution Coordinator: A staff member (e.g., Student Community Standards Advisor, Residence Life Coordinator, etc.) or an external third party responsible for conducting the exploration process, fact finding, working with the parties to reach a resolution, adjudication as needed, and assigning of resolution outcomes as appropriate.

Resolution Options: Complainant(s) and Respondent(s) may choose from a variety of options to resolve conflict*. These options include:

- ***No Conflict Management*** – Complainant manages conflict independently and without direct involvement by a Resolution Coordinator.
- ***Conflict Coaching*** – Complainant seeks guidance from the Resolution Coordinator to engage in conflict resolution more effectively and independently.
- ***Dialogue*** – Resolution Coordinator meets with Complainant and Respondent separately and encourages the two parties engage in conversation with one another to gain understanding and/or manage a conflict.
- ***Facilitated Dialogue*** – Resolution Coordinator facilitates a conversation between the Complainant and Respondent. Parties maintain ownership of decisions concerning the conversation and/or any resolution of the conflict.
- ***Mediation*** – Resolution Coordinator initially meets with Complainant and Respondent separately to gather information about the conflict. A structured session with both parties that is aimed at resolving the conflict and/or constructing a plan for moving forward.
- ***Restorative Practices*** – Resolution Coordinator, or designate, provides space and facilitation services for students taking ownership for harmful behaviour and those parties affected by the behaviour to jointly construct an agreement to repair harm and restore community (e.g., healing circle, etc.).
- ***Shuttle Diplomacy/Negotiation*** – Resolution Coordinator negotiates an agreement between two parties who do not wish to directly engage with one another.
- ***Adjudication (informal)*** – Resolution Coordinator conducts an exploration process; the Respondent takes accountability for their behaviour and agrees to complete assigned resolution outcomes.

- *Adjudication (formal)* – Resolution Coordinator conducts an exploration process, reviews/analyzes credible evidence/information, and the outcome is determined based on the Balance of Probabilities. This may involve an external Resolution Coordinator and/or may require an Administrative Conference.

**Please refer to the Community Standards Resolution and Appeal Procedure for more information.*

Resolution Outcome (Sanction): An outcome or consequence assigned to a student who has been found responsible for inappropriate behaviour/violating this Code.

Respondent: A student who is responding to the allegation(s) of inappropriate behaviour.

Restorative Justice: A holistic approach to addressing harm and conflicts within a community that focuses on accountability, repair, and reintegration. Four principles that are central to restorative justice are: inclusive decision making, active accountability, repairing harm, and rebuilding trust.

Senior Administration: A member of the Humber Executive Team or the Vice-Provost/Assistant Vice-Provost for Guelph-Humber.

Separation from the Institution: An outcome that removes all academic and non-academic rights of a student. The decision to separate a student from the institution is only made after careful consideration and is to protect the safety and wellbeing of community members, including the student involved. Two types of separations are possible: short-term and permanent. Short-term separation from the institution is for a period of up to two (2) years. Before applying to return to study, the terms and/or conditions provided at the time of separation must be met, and the student must demonstrate learning while they have been away. Permanent separation from the institution includes termination from Humber/UofGH where a student will be denied any further registration in any course/program. Permanent separation from the institution shall be permanently noted on a student's academic record and official transcript as "Expelled from Humber Polytechnic for non-academic misconduct, [date]" or for UofGH students, "EXP Expelled".

Student: An individual assigned a student identification number, prospective or confirmed, taking courses at either Humber Polytechnic or the University of Guelph-Humber, including through Continuous Professional Learning and/or Education & Training Solutions. Individuals who are not enrolled in the current semester but have shown academic progress toward a credential and may be between periods/terms of actual enrollment are also considered students. All other individuals will be treated as a community member or visitor to Humber.

Support Person: An individual that may attend any meetings, including those associated with the exploration, administrative conference, or appeal, to provide personal support to a student. The support person may not speak on behalf of the student but may offer support and guidance to the student in the presentation of their case.

Vexatious Complaint: A complaint that is not based in truth and is intended to harm the reputation or success of an individual.

Visitor: Anyone on campus who is not affiliated with Humber (i.e., non-student, friend/family member, member of the general public, etc.).

Residence Specific Terms & Phrases

Alcohol Paraphernalia: Devices that facilitate the mass consumption of alcohol. Examples of paraphernalia include, but are not limited to: beer funnels, drinking hats, etc.

Common Space: All areas that a resident is permitted to use, aside from units. An example of this space includes study rooms, lounges, washrooms, hallways, etc.

Courtesy Hours: The period of time when it is not quiet hours, as defined in the Residence and Dining Agreement/Humber Residence Agreement. The definition and threshold for determining reasonable level of noise will be elevated during this time in comparison to quiet hours. During the examination period, courtesy hours are reduced.

Examination Period: A period of time that occurs alongside Humber/UofGH examination period, where students typically demonstrate increased study and other academic work. Surrounding the examination period, quiet hours are increased, and courtesy hours are reduced. Please refer to the Residence and Dining Agreement for specific days/times.

Excessive Level of Noise: A volume of noise that has surpassed the threshold of a reasonable level of noise during either courtesy or quiet hours. For example, noise that can be heard beyond three doors away during quiet hours, could be considered excessive.

Guest: Any individual present in Residence that is not a resident student or Residence staff member. All guests must register with the Front Desk and remain with their resident student host at all times. Guests include individuals such as parents, guardians, friends, and family members.

Host: The resident student(s) assigned to the unit. The term also may refer to the resident student(s) who invited, registered a guest(s), and/or provided access for others to the event and/or space in question.

Incident Report: A document used to track and report behaviour that may be in breach of the RCCS. Also refers to a Department of Public Safety document used to report behaviour.

Large Volume Container: Containers labeled more than 750mL of beer, malt liquor, or cooler/cocktail beverage, 1L of wine, or 800mL liquor/spirits are not permitted.

Mass Consumption of Alcohol: Any activity where there is a connection to potentially unsafe alcohol consumption, including consumption over a short period of time or in excess. Examples of these activities include, but are not limited to drinking games, peer pressuring someone to drink, rapid consumption, daring, challenging, or forcing someone to drink, etc.

Overnight Guest: A guest in residence at any time between 12:00AM (midnight) to 7:00AM.

Quiet Hours: The period of time, as defined in the Residence and Dining agreement/Humber Residence Agreement, when noise levels are expected to be kept to a minimum. Some communities have extended quiet hours during the year and all communities have extended quiet hours during the examination period, as determined by Residence Life.

Reasonable Level of Noise: The level of noise that should be expected in a student living environment, as a result of reasonable living activities. The threshold for a reasonable level will differ significantly between courtesy hours and quiet hours.

Residence Life Staff: Persons employed by Humber Polytechnic who work within the Residences. Examples of Residence Life Staff include Resident Assistants, Residence Community Assistants, Residence Life Coordinators, and Residence Life Manager, etc.

Residence Property: A general term that refers to all Residence owned property. Examples of residence property include all buildings, beds, mattresses, desks, etc.

Resident Student: A student that has both electronically signed either the Humber Residence and Dining Agreement/Humber Residence Agreement, and lives in Residence.

Suite/Semi-Suite: Units that have both a personal room/sleeping space and other shared spaces such as a kitchenette (suite only), bathroom (separated toilet and shower rooms in semi-suite), and other storage spaces within the unit.

Tampering: The damaging, removing, altering, taping, and/or disengaging of a device or Residence property. In the case of elevator equipment, tampering also refers to actions such as jumping or blocking.

Unit: For resident students living in suite/semi suite style accommodations, the term refers to the entire suite. For students living in single style accommodations, the term refers to the personal room space.

Withdrawal: A resident student's completion of the Residence's Withdrawal Form, in addition to their vacating of the Residence.

Policy:

1. Humber Community Rights and Responsibilities

1.1 All Community Members have the Right to:

- A safe and welcoming living and learning environment.
- The rights and freedoms as recognized by municipal, provincial, and federal laws.
- Be protected under the *Ontario Human Rights Code* as well as the Canadian *Charter of Rights and Freedoms*. These rights are subject to limitations as described by law and some activities (rights) that are acceptable in a public place may not be appropriate in certain contexts in an institution of higher education.
- Reasonable accommodations related to disability and other Human Rights Code grounds (i.e., creed, family status, gender identity, etc.) that respect the dignity of individuals, meet individual needs, maintain confidentiality whenever possible, and promote integration and full participation.
- Privacy as afforded by federal and provincial legislation.
- File a complaint, in good faith, under this Code or any other Humber Policy.
- Feel safe to make a complaint under this Code without fear of reprisal or retaliation.
- Procedural fairness in the exploration and determination of responsibility as it relates to the Code process. These rights include:

- The right to a fair process including being made aware of and given an opportunity to respond to, correct, or contradict any information available, in person/virtual meeting and/or in writing.
- The right to reasons; a rationale for any decisions made under this Policy.
- The right to request an appeal based on the conditions explained in Section 5.
- The right to have an advisor and/or support person of their choice accompany them at any stage of the process, if desired.
- Have input into the resolution pathway that feels appropriate and best for them.

1.2 All Community Members have the Responsibility to:

- Conduct themselves in a manner that is consistent with the core values embraced by the Humber community and reflected in its various codes and policies (i.e., courage, innovation, equity, health & well-being, and sustainability).
- Be aware of policies, codes, and laws of the land that guide expectations of conduct. Individual accountability is essential to the student experience and the Code. Ignorance, anger, alcohol, or substance use will not excuse misconduct.
- Ensure that their guests are aware of the expectations and conduct themselves accordingly while on campus or at an affiliated event at which this Code applies;
- Provide truthful information when filing a complaint or participating in a Code process.
- Report incidents when there may be a risk of harm, an impact to the dignity of any community member, or damage to property. Community members may inform any staff or faculty member of an incident, and they in turn will provide the information to the appropriate party, usually the Department of Public Safety.
- To act in a manner which does not compromise their safety or endanger the health and safety of others.
- Take reasonable steps to prevent a problem situation from occurring or, if it occurs, to prevent it from escalating to a more serious level.
- Utilize informal resolution pathways when possible to do so (e.g., address the behaviour directly with the other student). Where this expectation is violated or not possible, a community member has the right to engage a formal process.

All community members are encouraged to call a Humber official and/or medical professional for assistance for themselves or for community members who are dangerously under the influence of drugs or alcohol or affected by violence. No student seeking medical assistance for themselves or others for the above will be subject to discipline. Support and harm reduction strategies will be provided to the student(s).

2. The Roles & Responsibilities of Campus Partners

Academic Faculties

Faculty and staff will take reasonable steps to address student behaviour within an academic setting, with the student or group of students involved. These steps may include:

- Setting clear expectations and boundaries regarding communication (e.g., email etiquette, response time, office hours, etc.).
- Addressing the student(s) by asking them to stop the behaviour and return to the academic task.
- After the request has been made, and should the behaviour continue, staff or faculty may ask a student(s) to leave an area to deescalate the situation. The staff/faculty should follow up with the student at a later time to discuss the incident.

- Addressing a concern or trend in behaviour with the entire class/lab/etc. (e.g., disruptions, inappropriate language, etc.).
- Clarifying expectations for engaging in the specific academic setting (i.e., classroom, lab, academic office, etc.).
- An administrative staff member, typically the Associate Dean/Program Chair, following a meeting with the student(s) to better understand the situation, may issue a written warning outlining the need for corrective action regarding specific behaviour(s), the impact of such behaviour(s), and may identify necessary next steps for the student(s).

A situation may be referred to the Office of Student Community Standards for assistance with resolution options when the above resolution options are not successful or for an incident(s) that requires additional follow up or exploration.

Incidents involving academic integrity will be referred to procedures outlined in the Academic Regulations (Humber Polytechnic) or the Academic Calendar (University of Guelph-Humber).

Coordinate, Assess, Respond, Educate (CARE) Team

The CARE Team is a multidisciplinary group of staff that addresses student behaviour concerns through assessment, engagement, and outreach to maintain a safe and supportive environment for the Humber community. The ultimate goal of coordinated care is to improve student engagement, persistence, success, retention, and wellbeing outcomes by ensuring that care from a variety of practitioners is delivered synchronously to support the whole student, rather than in silos. Coordinated care then allows a student to clearly navigate their path to health and wellness by accessing identified students, where possible and/or appropriate. Where concerns are raised and/or patterns of behaviour are identified, the CARE Team operates on behalf of Humber to engage the student(s) in processes to assess their ability to engage effectively in a post-secondary setting, taking into account their emotional, physical, and psychological wellbeing, and to mitigate risk and impact on the Humber community.

Department of Public Safety (Security)

The Department of Public Safety (DPS) strives to create the safest campus experience in Canada by providing a wide breadth of comprehensive services and programs. DPS is dedicated to ensuring all students, staff, and visitors have a safe and welcoming experience at Humber by upholding policies, addressing situations where any member of the community may be at risk of harm, deescalating conflict situations, responding to campus emergencies, and supporting requests for medical assistance, to name a few. The DPS works closely with the CARE Team and facilitates any required threat/risk assessments to mitigate risk to the Humber community.

The Department of Public Safety, when addressing a situation where individuals are engaging in behaviour that is contrary to Humber policies or laws of the land, may ask individuals to leave campus. This is determined based on level of risk/threat to the Humber community and according to established procedures. The DPS may require individuals to provide identification in these circumstances and may ask individuals to leave campus

who refuse to provide proper identification. This is done in an effort to protect the safety and wellbeing of the Humber community.

If made aware by formal authorities or shared by the respective student, Humber will uphold any legal conditions or terms placed on a community member by law enforcement authorities.

Office of Student Community Standards

The Office of Student Community Standards (OSCS) promotes the rights, well-being, and safety of community members. Within the scope of the Code, the OSCS is also responsible for the exploration and resolution of incidents using the spectrum of resolution pathways available as detailed in the Community Standards Procedures document. Where possible, the goal of the exploration and resolution will be to facilitate a learning/developmental opportunity for the student, support taking accountability for one's actions, provide an opportunity to acknowledge and repair harm, and reinforce the core values of Humber.

People(s) and Culture (Human Resources)

The role of People(s) and Culture is to provide support and guidance to employees, including student employees, on matters related to employment and/or workplace accommodation. They may be consulted in cases where the complainant and/or respondent is an employee, and the alleged behaviour(s) has an impact on the workplace.

Residence Life

Residence Life works to create and foster an inclusive and welcoming space for all residents, and to educate students on their rights and responsibilities. Resident Assistants live in the Residence communities and provide educational programming, guidance, and support for Resident Students. They work to educate about and uphold the Code of Student Community Standards primarily acting as a first responder and documenting concerns brought forward by residents. The Community Standards process is supported by Residence Community Assistants, Residence Life Coordinators, and the Manager, Residence Life. Within the scope of the RCCS, Residence Life is responsible for the exploration and resolution of Residence incidents using the spectrum of resolution pathways available as detailed in the Code Procedures document. Using an educational and harm-reduction approach, Residence Life aims to create a community space that is safe for all Residents.

Residence Operations

Residence Operations supports several areas within the Residence Buildings including Residence Admissions, Residence Front Desk & Summer Operations, and Residence Facilities/Housekeeping. These teams work collaboratively with Residence Life to ensure a seamless Residence experience for students from application, move-in, living in Residence, through to move-out. The staff may share information with Residence Life

related to Resident support matters and/or Community Standards concerns. The Senior members of the Residence Operations Team participate in a shared on-call rotation with the Manager, Residence Life, and may be consulted about or attend serious incidents that occur in Residence and have the ability to implement Interim Measures as needed.

The Conflict Resolution Centre

The Conflict Resolution Centre offers guidance, strategies, and coaching on how to address conflict with others. Representatives from Humber's Alternative Dispute Resolution postgraduate program are available to listen and assist in resolving peer-to-peer based conflicts and offer mediation services.

The Office of Human Rights & Harassment (OHH)

Humber is committed to fostering a learning, working, and living environment that is free from harassment and discrimination. Humber has the right, as well as the legal and moral responsibility, to ensure that all community members are treated fairly, equitably, and respectfully. The OHH provides programs and services related to discrimination and harassment based on any of the 17 prohibited grounds identified in the Ontario Human Rights Code and Humber's Human Rights & Harassment Policy, as well as workplace harassment (personal/psychological harassment and sexual harassment) under the Occupational Health and Safety Act. If a student has experienced harassment and/or discrimination by an employee or non-student, they are encouraged to engage the OHH by contacting humanrights@humber.ca. If a student has experienced harassment and/or discrimination by another student(s), they are encouraged to engage the Office of Student Community Standards by emailing OSCS@humber.ca.

The University of Guelph-Humber

The University of Guelph-Humber (UofGH) students are expected to be aware of and abide by all non-academic policies of Humber Polytechnic, including this policy. The Office of Student Community Standards (OSCS) maintains a strong working relationship with UofGH's department of Student Services, and both are committed to working collaboratively to resolve student conflicts and concerns.

3. Behaviours Contradicting Community Values

The purpose of the Code is to define the responsibility of all students to act in a manner that respects the rights, safety, and well-being of others and the Humber community. Below is a list of behaviours that do not align with the community values and as such violates the Code of Student Community Standards. This list is not intended to be exhaustive or exclusive. For Residence specific behaviours that contradict community values, please refer to Appendix A.

3.1 Incidents below have a limited impact on the rights or academic experience of others, but may create a disturbance or impact the operation of the campus community. Such incidents include, but are not limited to:

- a) Smoking tobacco, cannabis, or other substance including the use of all types of e-cigarettes, vaping, or any other device used to emulate the act of smoking.

- b) Disruptive behaviour; defined as creating a disturbance in a public place such as unreasonable noise or non-threatening behaviour and/or preventing others from carrying out their legitimate activities, in or out of an academic setting.
- c) Disorderly or indecent conduct.
- d) Failure to properly address/manage the conduct of a visitor you welcomed to campus.
- e) Failure to comply with a resolution outcome/sanction imposed by the Code, other policy or regulation recognized by Humber.

3.2 Incidents below have a significant impact on the rights or academic experience of others, the campus community, and/or property. Such incidents include, but are not limited to:

- a) Unauthorized entry, use, or use for reasons other than intended or generally accepted, of Humber facilities or equipment.
- b) Theft or damage to property not belonging to the respondent.
- c) Not complying with the directions of or providing false information to a Humber official (e.g., during a critical/emergency incident, when participating in or witness to an incident), including Public Safety Guards (Security), acting in their capacity as an employee.
- d) Assisting or failing to reasonably respond/intervene to anyone engaged in inappropriate behaviour.
- e) Misrepresentation associated with institutional processes or activities (e.g., pretending to be a Humber employee/official, coordinating/running an event without proper authorization, etc.).
- f) Contravention of The Liquor License Act of Ontario or The Cannabis Control Act (Ontario).
- g) Making false allegations and/or engaging in reprisal under the Code.

3.3 Incidents below have a significant impact on the rights or academic experience of others and pose a threat or danger to individuals in the community. Such incidents include, but are not limited to:

- a) Conduct, including bullying or coercion, which threatens the health and safety of anyone, including oneself.
- b) Hazing – activities endangering or seeming to endanger the mental or physical health and safety of individuals for the purpose of initiation, admission into or affiliation with any campus club, group, team or organization.
- c) Unauthorized use, recording of, or dissemination of information, including audio, visual or digital content or images of an individual that is unwelcome and/or known or ought reasonably to be known to cause harm or distress.
- d) Obtaining, accessing, or disclosing personal or confidential information pertaining to a member of the community without that person's consent.

3.4 Incidents below pose a danger or threat to individuals, are in many cases illegal, and in most cases cause physical or psychological harm. Such incidents include, but are not limited to:

- a) Sexual assault/violence as defined in the Sexual Violence Policy.
- b) Assault, threats of harm or intimidation, inciting or facilitating acts of violence.
- c) Harassment or discrimination against an individual or group based on any of the prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, age, record of offenses (in employment

- only), marital status, family status, disability, gender identity, gender expression, or receipt of public assistance (in accommodation only).
- d) Speech or expression which constitutes harassment, a threat, or hate speech.
 - e) Tampering with emergency facilities including life safety, fire equipment, or alarms.
 - f) Intentionally creating hazardous conditions that put the community at risk (e.g., relocation/removal of safety signage, pranks, physical confrontations, etc.).
 - g) Possession (with or without intent to distribute), use, and/or distribution of illegal drugs, controlled substances, non-prescription drugs, and/or prescription drugs not prescribed to the person in possession of these drugs.
 - h) Possession of firearms, dangerous weapons, replicas and/or toys, or chemicals not expressly authorized by Humber or otherwise a part of an academic program.
 - i) Misuse of or possession of dangerous objects and substances without express written permission by the Department of Public Safety.
 - j) Forgery, misuse, duplication or alteration of any document, record, or Humber brand for the purpose of personal, monetary, or academic gain.
 - k) Failure to comply with a law enforcement officer or to requirements imposed by law related to Humber participation.

4. **Resolution Outcomes (Sanctions)**

Resolution outcomes, or sanctions, are intended to be educational and provide an opportunity for the Respondent to reflect, acknowledge the impact of their behaviour (intended or not), and learn from the experience so they can make different choices in the future. A number of factors are considered when determining appropriate resolution outcomes/sanctions including the input of the Complainant and Respondent, the impact of the behaviour on others and/or the community, taking accountability for behaviours, willingness to repair the harm done to others/the community, and the educational needs of the Respondent to support different behaviour choices in the future.

4.1 Outcomes Assigned through Restorative Justice or Adjudication

- a) **Written Warning:** An official letter indicating that a student has been found responsible for prohibited conduct while highlighting the need for awareness, caution or corrective action.
- b) **Apology:** In an effort to help restore the harm done, students may choose to apologize to the impacted party/parties.
- c) **Developmental/Educational Initiatives:** Participation in developmental opportunities, awareness, health or safety programs, coaching; reflective learning or personal success exercises; projects, seminars, and/or other assignments.
- d) **Community Involvement:** Community service to the institution or to the larger community; engagement through co-curricular involvement.
- e) **Restitution:** Compensation (monetary or material replacement) for loss of or damage to property or services rendered. The amount of restitution will be placed on the student's account and can be paid using MyHumber or, in the case of a Guelph-Humber student, WebAdvisor. In Residence, this may include community billing for property damage/vandalism in common spaces where the responsible person(s) are not identified; restitution may be charged to every Resident Student or a specific section of the Residence.

- f) Support Agreement: A description of mutually agreed upon terms whereby the student chooses to engage, with set parameters, in the support services offered by the institution.
- g) Loss of Privileges/Non-essential Services: Privileges are those that if restricted may affect full participation in Residence or campus life but not make it impossible to complete academic requirements. For example, the ability to host guests in Residence, access lounge spaces in Residence, attend Residence events, attend campus other than for scheduled classes, loss of recognition from an organized club, team or organization, suspension/removal from activities including varsity sports.
- h) Registration Holds: A hold placed on a student's account prohibiting access to Humber/UofGH or course registration process and can impact a student's ability to access grades. Holds may be placed on accounts until students complete requirements agreed to or assigned through this process.
- i) Restriction: A ban or trespass notice from a specified area of Residence and/or campus (e.g., Residence floor, athletic facilities, etc.) or campus as a whole, for a designated period of time. This also applies to Residence eligibility where the student is not permitted to live in Residence in subsequent terms. Conditions for readmission to Residence may also be specified.
- j) Residence Relocation: A resident may be relocated to another unit and/or building in order to mitigate ongoing impacts to the community.
- k) Community Standards Probation: A period of time where the student is given the opportunity to modify unacceptable behaviour, to complete specific assignments, and to demonstrate a positive contribution to the community. After two consecutive terms of being placed on Probation, the student may apply for a review of the probationary status by emailing reslife@humber.ca (if the Probation was assigned in Residence) or OSCS@humber.ca. The student will meet with a Resolution Coordinator to discuss what they have learned, how they have demonstrated a change in their behaviour, and how they will positively contribute to the community moving forward. The Resolution Coordinator will communicate in writing if the student's status will be adjusted, providing reasons, within ten (10) business days of the meeting. The decision of the Resolution Coordinator is final and not subject to appeal.
- l) No Contact Directive: Direct and Indirect contact with a specified community member is not permitted. Contact includes in-person, email correspondence, phone calls, text messages, social media posts, BlackBoard/CourseLink, and third-party contact.
- m) Eviction from Residence: The cancellation of a Resident student's Residence and Dining Agreement/Humber Residence Agreement and requirement to move out of Residence immediately. Terms and conditions will be included in the Decision Letter issued to the student. Students who are evicted from Residence may also:
 - Be restricted from the Residence property and/or Humber Polytechnic properties.
 - Forfeit their eligibility to live in Residence in subsequent terms.
 - Be responsible for their Residence fees for the duration of the initial contract.
 - Be asked to leave Residence immediately and make arrangements to return at a later time to collect their belongings.
- n) Any other resolution outcome/sanction deemed appropriate in the circumstances, excluding those in section 4.2.

4.2 Outcomes Assigned through Administrative Conference:

The following outcomes may only be assigned by an Administrator following an Administrative Conference or review of the Exploration Report (if the Respondent has

waived their right to an Administrative Conference). These outcomes also require approval of the Associate Vice-President Learner & Career Success and Dean of Students, or designate. These outcomes are intended to be educational and also provide an opportunity for reflection, along with mitigating risk and protecting the safety and wellbeing of the Humber community and its members.

- a) Single/multiple course de-registration including partial or total loss of marks for the course(s).
- b) Program de-registration for a period of up to two (2) years from the date of outcome letter, whereby a student may no longer register for courses and/or program(s), typically involving professional standards and/or vulnerable populations. The student is required to have their program selection vetted and approved by the Office of Student Community Standards moving forward.
- c) Cancellation of Humber awards or Humber funded scholarships or bursaries.
- d) Short-term separation from the institution for a period of up to two (2) years. The student will not be permitted to register and will retain none of the privileges given to students. This may result in a notation on a student's academic record and transcript. This notation will be expunged from the student's record and transcript upon graduation or following the separation period.
- e) Permanent separation from the institution. The student will be denied registration in any further course/program and will retain none of the privileges given to students. This will result in a permanent notation on the student's academic record and official transcript. The record is permanent, unless a student makes a request to the Academic Appeals Committee to have the record expunged from their academic record no sooner than five (5) years after the date of the separation.
- f) Rescinding a credential following graduation, or after having a credential conferred.
- g) Any other resolution outcome/sanction deemed appropriate in the circumstances.

NOTE: Students who have been separated from the institution will not receive credit for any studies undertaken during the semester that it was assigned. Before applying to return to study, terms and/or conditions provided at the time of short-term separation must be met, and the student must demonstrate learning while they have been away. Please refer to the Non-Academic Leave procedure for more information.

Outcomes listed above will be subject to and in accordance with the University of Guelph's Policy on Non-Academic Misconduct, in conjunction with the Academic Calendar for all Guelph-Humber students and as such may vary or not be applicable. All outcomes in this section will be administered in conjunction with an Administrator representing the University of Guelph-Humber for Guelph-Humber students.

resources and supports.

The CARE Team shares responsibility for supporting holistic student wellness and campus safety through collaborative decision making and assessment with

5. **Process for Resolving Complaints**

All complaints and potential violations of the Code shall be administered in accordance with the Community Standards Resolution and Appeal Procedure.

Related Procedures:

Code of Student Community Standards Procedure

<https://www.guelphhumber.ca/registrar/policies>

<https://www.uoquelfh.ca/secretariat/policy/database>

References:

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Karp, David R. (2015) *The little book of restorative justice for colleges and universities* (Revised & Updated). Good Books.

Meyer Schrage, J. & Geist Giacomini, N. (Eds.). (2020). *Reframing campus conflict; Student conduct practice through the lens of inclusive excellence*. Routledge.

[Sullivan, M., & Witenstein, M.A. \(2022\). Infusing restorative justice practices into college student conduct practices. *Journal of Diversity in Higher Education*, 15\(6\), 695-699.](#)

Appendix A: Residence Specific Behaviours Contradicting Community Values

**These apply only to Residence Students*

3.1A Incidents below have a limited impact on the rights or residence experience of others, but may create a disturbance or impact the operation of the community. Such incidents include, but are not limited to:

- a) Failing to adhere to Guest expectations as defined in Appendix B.
- b) Participating in and/or hosting gambling-related events in Residence. This involves activities that require the exchange of money/material goods, where the outcome is uncertain, and/or where there is intent to win a portion of the money/material goods.
Exception: Residence led events for prizes.
- c) Consuming alcohol or cannabis in public areas including, but not limited to lounges, hallways, etc.

3.2A Incidents below have a significant impact on the rights or residence experience of others, the residence community, and/or property. Such incidents include, but are not limited to:

- a) Unauthorized entry, use, or use for reasons other than intended or generally accepted, of Humber Residence facilities or equipment. This includes, but is not limited to, accessing a unit and/or suite without permission of the host, restricted areas (e.g., mechanical rooms, roof tops, any area marked “Staff only”, etc.), and other areas which are locked.
- b) Entering/exiting Residence through a non-designated entrance or exit, except during an emergency or fire alarm.
- c) The removal of door closures and window screens.
- d) Discarding objects, leaning, and/or extending body parts through windows.
- e) Growing, baking, trafficking and/or distribution of cannabis on Humber property.
- f) Mass consumption of alcohol, participation in drinking games or events, use of alcohol paraphernalia, and possession/use of large volume alcohol containers.
- g) The use of incense or other combustible materials or substances (e.g., candles, diffusers, etc.).
- h) The overloading of electrical outlets. This can occur when multiple appliances, devices, or power bars are plugged into an outlet and/or each other.
- i) Removal, alteration, or relocation of residence property, unless completed by Residence Staff.
- j) The possession of pets, including fish, in Residence.
- k) Failing to maintain one’s unit in a hygienic manner.

Appendix B: Guest Expectations

- All guests must be registered/signed in at the Front Desk with approved and valid photo ID (e.g., valid Driver's License, Health Card, Passport, Humber/UOFGH Student ID card).
Note: A Health card without a photo is accepted for minors under the age of 16. (Photo on Health Card is not required in Ontario for minors under the age of 16).
- All guests receive a Guest Card upon signing in, which they must carry with them at all times, and show to Residence Staff and/or Department of Public Safety as requested.
- Up to two guests may be registered during the day (i.e., 7:00 AM – 11:59 PM) and only one guest may be registered overnight (i.e., 12:00 AM – 7:00 AM).
 - Overnight guests must be 18 years of age or older. Guests 17 years of age or under are not permitted in Residence overnight and must be signed out by 11:59 PM.
 - An overnight guest is anyone registered/signed in between 12:00 AM and 7:00 AM regardless of the length of time of their stay in Residence.
- Guests may be registered for a maximum of three (3) consecutive overnights, with no more than nine (9) overnight visits per month. Host Resident Students are expected to:
 - Accompany their guest(s) at all times. Be with their guest(s) when the guest(s) is re-entering Residence.
 - Ensure their guest(s) are aware of, understand, and abide by the RCCS. The host is responsible for the guest(s)' behaviour.
 - Escort their guest to the Front Desk when leaving so the guest may be signed out and ensure the Guest Card has been returned. Guest Cards that are not returned will count toward the monthly nine overnight maximum.
- Residence Staff reserve the right to restrict the number of guests allowed to be signed in by a Resident Student at certain planned times of the year, as well as without notice in extenuating circumstances and/or when there is a concern for the safety and security of the Residence community.