

Employee Code of Conduct Policy

Policy #PPL-POL-43

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01	11/22/2019	11/22/2024	To align with current practices and new template.

Director, People and Culture	Denise Balfe	03/05/2024
Policy Holder	Print Name	Date (MM/DD/YYYY)

College Council	03/11/2020
Advising Body	Date Consulted (MM/DD/YYYY)

VP, People and Culture	Alim Remtulla	03/05/2024
Approver	Print Name	Date (MM/DD/YYYY)

Commitment

Georgian College is committed to fostering a safe, respectful and inclusive environment that recognizes the dignity and worth of every person. It is the responsibility of all employees to promote and support ethical decision-making and professional conduct in a manner that respects the rights, safety and well-being of others. Employees are expected to act with transparency and impartiality at all times.

Purpose

The purpose of the Employee Code of Conduct (the Code) is to provide guiding principles and general standards for employee conduct both in the workplace and within our service communities. The Code also outlines the process for resolving conflicts and complaints of misconduct involving an employee. The Code is not intended to be an exhaustive list covering all possible behaviours or situations but rather

act as a guide for employees on the rights, responsibilities and expectations for employees of the college.

If an employee is unsure of the proper course of action under the Code, they are to seek guidance from their manager or People and Culture. In coordination with other related procedures, the Code is meant to foster a culture of respect and professionalism within our work and learning environments and to assist in the resolution of complaints regarding employee violations of the Code.

Scope

The Code applies to all employees of the college, contractors and/or consultants, and covers all college interactions, business dealings and events, on or off college premises. It may also cover off-site social interactions involving one or more members of the college community, including interactions or posts via social media or other public domain related to the college or college community. Students employed in a co-op or field placement are governed under the Student Code of Conduct. Contractors and/or consultants should be aware of this procedure and note that violations of this procedure may result in immediate contract termination.

The Code also applies to anyone else onsite acting in a professional or volunteer capacity, including but not limited to invited guests, guest lecturers, and Program Advisory Committee members.

Professional organizations and associations affiliated with specific college professions may also have standards of behaviour or a specific code of ethics by which employees may be bound. Any breach of those professional obligations will be dealt with in accordance with the professional organization or association and such breach may also be found to be a breach of the Code.

Rights

All Georgian employees have the right to be treated in a manner which is respectful, honest, and free from discrimination or harassment on all grounds protected by the Ontario Human Rights Code.

Employees have a right to expect all other members of the College community will meet the standard of acceptable behaviour outlined in the Code.

Responsibilities

The People and Culture department is responsible for reviewing this procedure and recommending amendments, as necessary. Managers shall ensure that they and their staff are familiar with and comply with this procedure.

Employees

- All employees have the responsibility and obligation to be aware of the Code and to ensure that their conduct aligns with it

- It is expected that all college employees will treat all other college community members with respect and in a way that does not adversely affect the rights of others, whether on or off college property
- All employees shall cooperate in any investigation, and/or resolution of complaints pursuant to the Code

People and Culture

- Assists with resolving immediate misconduct issues
- Receives and processes conduct complaints and/or procedure violations
- Liaises with Campus Safety Services regarding investigations
- Advises deans, directors and managers regarding the initial complaint vetting and investigation process
- Liaises with the union, as required
- Advises the complainant of the availability of counselling and other support services including student success services, employee assistance program (EAP), police, crisis centres, Campus Safety Services, etc.
- Initiates EAP process for part-time employees (EAP process is always available for full-time employees)
- Supports the manager in applying and communicating disciplinary and corrective actions and follow-up when deemed necessary

Campus Safety Services

- Manages all imminent threats or dangerous conduct
- Receives and processes conduct complaints, and/or procedure violations
- Liaises with People and Culture regarding investigations
- Conducts all formal investigations per section 2.2 of the Code
- Advises the complainant of the availability of counselling and other support services including student success services, EAP, police, crisis centres, etc.

Directors and Managers

- Ensures the Code is adhered to within areas of responsibility and resolving complaints through conflict resolution
- Acts immediately on observations or allegations of breaches of the Code
- Refers Code violations to Campus Safety Services or People and Culture, as appropriate
- Advises the complainant of the availability of counselling and other support services including student success services, EAP, police, crisis centres, etc.

Policy

1.0 ORGANIZATIONAL PRINCIPLES AND VALUES FOR CONDUCT

1.1 Respect for Others

Employees are expected to promote a respectful, supportive and inclusive working and learning environment where everyone is treated with respect and dignity.

Employees are responsible for behaving in a way that creates and maintains a safe working and learning environment and have an obligation to consider their actions and avoid inflicting physical or psychological harm on others. No employee shall by action, threat or by any other means, harass, bully or assault another person.

Employees are expected to be responsive, fair, honest and courteous when dealing with others. Employees also have a duty to respect and support the well-being of others.

Employees are to act with transparency and impartiality to make sound unbiased decisions. No employee shall by action, threat or by any other means, discriminate against another person.

1.2 Professional Conduct

Employees are expected to present themselves at work fully prepared to perform their duties, including appropriate dress and personal appearance in keeping with the nature of the work they perform. Employees shall not disrupt the working and learning environment.

Employees are expected to adhere to the professional conduct noted above in all college business on or off college property and must ensure their behaviour or actions do not conflict with the values of the college whether employees are engaged in activities within the workplace or within any extension of the workplace. Employees must also ensure that their off-duty conduct does not place the reputation of the college at risk.

1.3 Protection and Use of College Assets and Records

Employees are to behave in a manner that respects college property and the property of college community members.

Employees have a duty and responsibility to protect college assets and to ensure that they are used exclusively for valid college business and not for their personal benefit or for the personal benefit of any other party. Employees must provide full and immediate disclosure of information where there may be a conflict between personal interests and those of the college (refer to Conflict of Interest Procedure).

Employees may not remove college equipment or other property from the college except where this is necessary for college operation or activity and where approval has been granted by the employee's manager or other authorized person.

Employees authorized to use college assets and records must ensure that they keep them properly secured at all times.

1.4 Examples of Prohibited Conduct

Employees must be aware of and comply with college procedures, regulations, training requirements, and applicable legislation.

The following list sets out specific examples of prohibited conduct. This list is not meant to be exhaustive.

1.4.1 Disruption

- Disruption or obstruction, by action, threat, written material, or by any means whatsoever, of any college activities, or other authorized activities on or in the facilities of the college; preventing any person from carrying on their legitimate activities.

1.4.2 Misconduct against persons and/or dangerous activity, which includes but is not limited to:

- Assault, harassment, intimidation, threats, stalking, bullying, and coercion
- Harassment or discrimination on the basis of any of the grounds protected by the Ontario Human Rights Code
- Sexual assault, sexual harassment, (see Sexual Violence Procedure and Protocol)
- Conduct that threatens or endangers the health, safety or well-being of any person and/or violates the college's Workplace Violence and Harassment Statement (see Workplace Violence and Harassment Statement)
- Disorderly or indecent conduct
- Use of information and communication technologies, business or personal, such as email, cell phone, instant messaging, and social networking sites to support harassing or hostile behaviour by an individual or group, or that is intended or has the potential to harm a college community member or the reputation of the college
- Any unauthorized use of electronic or other devices to make or disseminate an audio or video record of any person without prior knowledge, or without consent when such a recording is likely to cause injury or distress

1.4.3 Misconduct involving real or personal property of the college or any member of the college community, including but not limited to the following:

- Entry and/or presence on any facilities of the college contrary to college regulations, or without express or implied authority, or contrary to an express instruction or direction from an authorized college official

- Misappropriation, damage, unauthorized possession, defacement, and/or destruction of facilities or property of the college or the property of others
- Use of college facilities, equipment, or services without proper authority
- Misuse of college supplies and documents, including equipment, computer resources, keys, records, transcripts and permits
- Use of college-owned, leased, or controlled computing equipment or facilities for purposes other than those for which the facilities have been provided or interference with the operations of such equipment and facilities
- Obtaining, accessing or disclosing all or any part of the confidential personal records pertaining to a member of the college community; or disclosing to others the content of such records, without that person's expressed consent, unless used for the purpose(s) for which it was collected to perform job duties, preserve safety of individuals or as required by law
- Using or permitting others to use college property, facilities or resources to promote, engage in, or further an activity which contravenes any provision of the Criminal Code or any other local, municipal, provincial, or federal statutes

1.4.4 Acts of dishonesty include but are not limited to the following:

- Providing false information to any college official
- Forgery, alteration, or misuse of any college document, record, information or asset

1.4.5 Any violation of the College's Conflict of Interest Procedure (see Conflict of Interest procedure)

1.4.6 Smoking, Alcohol and Drug Use

- Smoking is prohibited on campus (see Non-Smoking Procedure)
- Illegal use, possession, or distribution of a controlled or restricted substance (see Cannabis Procedure)
- Contravention of provincial liquor laws or the policies of the college governing the possession, distribution, and/or consumption of alcohol on the premises of the college (see Service of Alcoholic Beverages and Consumption at College Functions and Property)
- Entry upon premises of the college or involvement in any college activity in a state of intoxication or while under the influence of any substance prohibited by the Controlled Drugs and Substances Act

1.4.7 Improper use of Dangerous Objects and Substances

- Possession, display, use, or storage of firearms, other weapons, ammunition, and explosives, or replicas thereof, or of flammable solvents, bio-hazardous, volatile, or poisonous materials except in areas and for purposes expressly designated by authorized college officials

1.4.8 Failure to Comply

- Failure to comply with directions of a college official or law enforcement officer acting in the performance of their duties and/or failure to identify oneself to such persons when requested to do so

1.4.9 Contravention of College Policies/Procedures

- Violation of published college policies, procedures and affiliated Codes

1.4.10 Contravention of other Laws

- Contravention of any provision of the Criminal Code or any other local, municipal, provincial, or federal statutes including without limiting the generality of the foregoing, all by-laws, regulations, and statutes

1.4.11 Abuse of process

- Use of college procedure or regulation for the purpose of harming another person's reputation or standing in the college
- Initiating a complaint with the intention of causing annoyance, frustration or worry for the other party in a manner which is vexatious or malicious

Procedure

2.0 COMPLAINT PROCESS

Complaints may be submitted anonymously; however, it is important to know that while anonymous complaints are accepted, they may face limitations in the investigation process due to the inability to verify or gather additional information. Anonymous complaints can be filed by filling out the anonymous form found [here](#).

Parties to a Complaint

Any member of the college community who is directly affected by, or who directly witnesses conduct by an employee, that is in violation of the Code may file a complaint.

The parties to a complaint are:

- The complainant: an individual who makes a complaint pursuant to the Code
- The respondent: an employee named in a complaint who is alleged to have violated the Code

Assistance for the Parties

Unionized employees involved in the complaint process may at any stage choose to seek assistance/support from and/or be accompanied by a union representative.

The role of the union representative is to act as a resource and provide support/advice to the party. The union representative will not be permitted to speak or advocate on behalf of the party during any investigation or fact finding meeting.

Administrative Leave

Employees may be placed on a paid leave at any time during an investigative process at the discretion of the VP, People and Culture or their designate. During an administrative leave an employee is restricted from attending college premises, and may be restricted from attending college activities, denied physical access to college property, denied contact with college employees, denied electronic access to college systems or any other restrictions determined to be appropriate in consultation with the employee's manager, People and Culture and/or Campus Safety Services.

Complaint Withdrawal

Where the complainant so desires, a complaint may be withdrawn at any time during the resolution process. The complainant must provide their decision to withdraw the complaint in writing to their manager, Campus Safety Services or People and Culture. Where circumstances warrant, the college may continue to act on any issue arising from a complaint, even where such complaint has been formally withdrawn.

Confidentiality

The college recognizes the importance of confidentiality in the complaint resolution process. Given the confidential nature of the process involved in administering the complaint procedure, details will be kept confidential, although the complainant will be advised as to whether or not their complaint has been substantiated. While the complainant may not be apprised of all discipline and corrective actions (if any) levied upon a respondent, the expectation is that the complainant will be informed that the concerns raised have been addressed with the respondent. All information will be treated confidentially in accordance with relevant legislation. Any willful disclosure in contravention of the Freedom of Information and Protection of Privacy Act is an offence under its terms and may also be considered an offence under the Employee Code of Conduct, which may result in disciplinary action.

Records

The college administrator responsible for reviewing and addressing a complaint will maintain all records of relevant documentation in a secure and confidential file for a minimum of 7 years from the date of resolution.

Protection from Reprisals

Every college community member has the right to express legitimate concerns about conduct violations they may experience in their work or education at Georgian College, without fear of reprisal. Anyone who attempts reprisal or threatens reprisal against a person who initiates a complaint and/or participates in proceedings under the Code shall be subject to disciplinary action.

Frivolous and Vexatious Complaints

A complaint may be dismissed as frivolous where it is clearly unsupported by the facts. For a complaint to be considered frivolous, vexatious or an abuse of process, the alleged cause of action must be such that no reasonable person could treat it as valid. A frivolous complaint is one readily recognizable as devoid of merit. A vexatious complaint is one brought to annoy or embarrass the opposite party. Anyone who makes a vexatious complaint will be subject to disciplinary action.

2.1 Complaint Resolution Process

The goal of the complaint resolution process is to understand perspectives and resolve complaints in a timely manner. Recognizing that it is often in the best interest of all parties, individuals are encouraged, where appropriate, to attempt to resolve the matter themselves. Employees of the college are expected to work cooperatively and collegially to resolve complaints informally whenever possible.

If the complainant speaks directly with the respondent and a mutually respectful outcome is achieved and the behaviour stops, the complaint may be dropped at this stage and no further action will be taken.

If the behaviour continues and/or the complainant is unable or unwilling to approach the respondent, the complainant should notify a contact person, which can be:

- Their direct manager
- A Human Resource Consultant
- Campus Safety Services designate

Timeline to File a Complaint

Complaints should be made as soon as possible, either verbally or in writing, within 60 business days following the incident(s) or becoming aware of the incident(s). This deadline may be extended at the discretion of the relevant manager, People and Culture or Campus Safety Services in cases where there is a reasonable explanation for the delay in reporting and where the delay will not prejudice the respondent or preclude them from being able to adequately respond to the complaint.

Defining the Complaint

After receiving a complaint, the relevant manager, People and Culture or Campus Safety Services will gather information to determine the concerns and the severity and magnitude of the complaint, which will inform a decision as to whether the matter is dealt with by the receiving party or referred to another area. The preference of the complainant regarding next steps will be taken into consideration but will not be the only determining factor.

Referring the Complaint

The complaint may be one that can appropriately be dealt with by the manager. This could involve a facilitated conversation between the complainant and respondent; a discussion with the respondent by a direct manager; a formal mediation; or some other resolution deemed appropriate by the manager.

If the initial information gathering reveals that the complaint involves allegations that could lead to disciplinary action, or one where the manager requires additional assistance, the matter will be referred to People and Culture who will work with the manager to conduct further fact finding to resolve the complaint, which could include disciplinary action and/or corrective actions.

If the initial information gathering reveals that the complaint involves allegations that are very serious in nature (e.g. criminal or illegal activity, violations of the Human Rights Code, workplace violence, etc.), the matter will be referred to Campus Safety Services for an investigation to be conducted.

At any point in the process, if it is determined that the matter was not referred to the correct area and/or if the matter remains unresolved at the complaint resolution stage, the complaint may be referred to the appropriate area for resolution or investigation.

2.2 Formal Investigation Process

Step 1 – Written Complaint and Time Limit

If it is determined the complaint should be referred to Campus Safety Services, a formal investigation will occur. A written statement of the complaint must be submitted to the Manager, Conflict Resolution and Investigations or designate within Campus Safety Services. The complainant must provide the written statement and it shall contain the following information: full detailed particulars of the incident(s) including, date(s) and time(s), the name(s) of the respondent(s), the name(s) of any witness(es), and the requested resolution. The written complaint must also be signed and dated by the complainant.

All parties, involved in a complaint resolution process, including witnesses and support persons, will be required to sign a confidentiality agreement acknowledging that any personal information or investigative details disclosed during the process are confidential, as set out in the Freedom of Information and Protection of Privacy Act.

If the formal investigation is being pursued following an unsuccessful complaint resolution process, the written complaint should be submitted within 5 business days of the conclusion of the unsuccessful resolution process. If however, the formal process is being pursued as the first step, the written statement of complaint must be provided within 60 days of the incident(s) or becoming aware of the incident(s).

A complaint may be referred to Campus Safety Services for a formal investigation prior to the conclusion of a complaint resolution process, should the Vice President of People and Culture or designate deem it necessary. In such a situation, a written complaint will not be required to initiate the formal investigation.

If the complainant is a student, Campus Safety Services will determine whether a formal investigation process should proceed or whether the matter will be referred elsewhere. A written complaint will not be required from the student to initiate the formal investigation process. A student requesting a formal investigation under the Code will meet with Campus Safety Services to discuss their complaint. Campus Safety Services will notify the respondent of the details of the complaint against them.

Step 2 – Determining to Proceed

Campus Safety Services will notify People and Culture and the applicable manager of any requests for a formal investigation. Campus Safety Services in consultation with People and Culture and/or the manager will determine if a complaint resolution process should be attempted prior to a formal investigation.

If it is determined that the complaint resolution process should be attempted prior to a formal investigation, the Manager, Conflict Resolution and Investigations or designate will review the complaint resolution process with the complainant and assist them in contacting the appropriate area for next steps.

Campus Safety Services and People and Culture will determine if moving to a formal investigation is required. If it is determined that a formal investigation is the appropriate next step, the Manager, Conflict Resolution and Investigations or designate will conduct the formal investigation.

The complainant may decide at any point in the process to take no further action and/or to withdraw the complaint. The Manager, Conflict Resolution and Investigations or designate, in consultation with People and Culture and/or the manager, will determine whether it remains necessary to proceed with the investigation on behalf of the college, despite the withdrawal of the complaint by the complainant.

Step 3 – Informing and Responding

If the respondent has not been made aware of the complaint at an earlier stage in the process, the Manager, Conflict Resolution and Investigations or designate will provide the respondent with a copy of the formal written complaint as soon as possible and practical, preferably within 10 business days of receipt of the formal written complaint, and will advise them on the next steps. The respondent will also be required to sign a confidentiality agreement prior to receiving a copy of the complaint.

Within 5 business days of receiving the written complaint, the respondent may provide a written response to the Manager, Conflict Resolution and Investigations or designate. A copy of the respondent's response will also be shared with the complainant by the Manager, Conflict Resolution and Investigations or designate, preferably within 5 business days. The complainant will be required to sign a confidentiality agreement prior to receiving a copy of the response. An extension to these timelines may be granted where the Manager, Conflict Resolution and Investigations or designate determines the circumstances to justify an extension.

In exceptional circumstances, the Manager, Conflict Resolution and Investigations or designate may defer informing the respondent of the details of a complaint, pending further investigation. These circumstances may include, a lack of clarity about the nature of the complaint; concern for the safety, well-being, employment or academic status of the parties involved; or if the complaint appears to be unclear, unfounded, vexatious, or made in bad faith.

Deferring notification of the respondent will be determined by the Manager, Conflict Resolution and Investigations in consultation with People and Culture and their Director and VP. The Manager, Conflict Resolution and Investigations or designate will then decide how and when to proceed, weighing the elements of any possible prejudice to the respondent as a result of the

delay, any risks to the complainant, and the college's responsibility to ensure a positive learning and working environment for all members of the college community.

Step 4 – Investigation

The investigation of a complaint will normally include: reviewing the formal complaint and the response statements; interviewing the complainant, respondent and witnesses; collecting additional relevant evidence such as security reports, video or audio recordings, emails, historical records and other electronic data; and preparing documentation in addition to the complaint and response. Documentation may include witness statements; records of interviews; and an investigative summary/report. Every effort will be made by the Manager, Conflict Resolution and Investigations or designate to complete an investigation within a reasonable timeline.

All employees are required to cooperate with the college's formal investigative process. If the Manager, Conflict Resolution and Investigations or designate requests that an employee attend an interview, the employee is expected to respond to this request within 5 business days and must make themselves available for the interview within 10 business days of the request. Failure to cooperate with the investigative process may lead to disciplinary action under the Code or may result in the investigative process moving forward without the employee's statement or response to an allegation.

All interviews are confidential and the details of what is discussed shall not be shared at any time by the interviewee. Interviews may be recorded at the discretion of the interviewer and recordings will be maintained in a confidential and secure database by Campus Safety Services. All interviewees will be asked to sign a confidentiality agreement as noted above under *Confidentiality*. The Manager, Conflict Resolution and Investigations or designate shall determine who will be interviewed in the process of the investigation.

Information obtained during interviews will only be shared where absolutely necessary and pertinent to the findings of the investigation. The identity of a witness interviewed during the investigative process will be kept confidential by Campus Safety Services to the greatest extent possible, including in any formal documentation such as an investigation summary. However, due process may require the disclosure of relevant information in order to permit a party to respond.

Note: It is possible that a witness may be identified through other processes outside of the college's control such as a grievance hearing, legal proceeding or a Freedom of Information request.

During the investigative process, all departments and employees are required to provide documentation and records as requested by the Manager, Conflict Resolution and Investigations within 5 business days of the request. A written request for an extension of this timeline may be granted by the Manager, Conflict Resolution and Investigations where reasonable grounds for the request are provided.

During or after the investigation, if the Manager, Conflict Resolution and Investigations or designate finds the complaint is trivial, frivolous, vexatious, or made in bad faith, the Manager, Conflict Resolution and Investigations or designate may terminate the process with written notification to the complainant, respondent, the manager and People and Culture.

The complainant's manager, in consultation with People and Culture, may determine that discipline or corrective action be imposed against the complainant for filing a complaint deemed to be without merit, trivial, frivolous, vexatious, or made in bad faith.

At the conclusion of an investigation, the Manager, Conflict Resolution and Investigations or designate will inform the VP, People and Culture, the Director, Campus Safety Services and/or any other member of the college's management team deemed appropriate, of the outcome and findings of the investigation.

Step 5 – Outcome Meetings

A member of Campus Safety Services, People and Culture and the applicable manager will meet with both the complainant and respondent separately to discuss the investigation and its findings; however, there may be circumstances in which a party is provided with a summary of the college's findings via letter. An Investigation Summary will be provided to both the complainant and respondent during their outcome meeting. The investigation summary will include an overview of the investigative process and a summary of the findings. Prior to the receipt of an investigation summary, the employee will be required to sign a confidentiality agreement. The investigation summary will not include any details related to any disciplinary or corrective actions applied as a result of the investigative findings. Any applicable disciplinary or corrective actions will be determined by the manager in consultation with People and Culture and the relevant party will be informed at a separate and confidential meeting, which may include the relevant manager and a union representative.

If the finding is that no misconduct occurred, the complainant will be advised of this fact at the outcome meeting. While a finding of no misconduct may not result in discipline or corrective actions, there may be suggested next steps for resolution or recommended changes/improvements to the workplace in order to prevent future or ongoing conflict. Next steps will be shared with both the complainant and respondent during the outcome meeting.

The complainant or respondent has the right of appeal, and they may appeal the decision in writing in accordance with the Appeal Process, Section 4.0.

Note: The Manager, Conflict Resolution and Investigations or designate may terminate the investigation and close the complaint if the complaint is resolved at any stage in the process and/or the complainant decides to take no further action and the college determines not to pursue the complaint independent of the complainant. To record the termination of the complaint, the Manager, Conflict Resolution and Investigations or designate will either facilitate the signing of a resolution statement by both parties, or document the decision to terminate the process.

Records Management

All documentation related to the formal complaint and the investigative process will be maintained within the record keeping system of Campus Safety Services.

Any documentation related to discipline or corrective actions as a result of the investigative findings will be maintained within the records of People and Culture.

3.0 DISCIPLINE AND CORRECTIVE ACTION

In most cases, the complainant's principal concern is to seek a change in the respondent's behaviour, the department or employee's practice, or the college procedure at issue. Changes in behaviour, practices and procedures can often be agreed upon by the complainant and the respondent through a complaint resolution process.

For details regarding the disciplinary process at the college refer to the Workplace Discipline Procedure.

4.0 APPEAL PROCESS

Conditions of Appeal

If the complainant or respondent is not satisfied with the results of the formal investigation, either party may appeal the decision in writing within 10 business days from receipt of the outcome on one or both of the following grounds:

- There was a serious procedural error in the investigation process which was prejudicial
- New evidence which was not available at the time of the earlier decision, has been discovered, rendering the original decision unreasonable in light of the new evidence

Appeal Process

The appeal process is initiated via a written request to the Vice President of People and Culture to review the investigation on one of the grounds above. This written request must be submitted within 10 business days of receipt of the written outcome of the investigation. When submitting an appeal, an employee must include the information or rationale that will be used to support the argument in accordance with the two grounds of appeal set out above. The Vice President of People and Culture will determine if the information provided in the written appeal sufficiently satisfies one of the grounds noted above to review an investigation and determine who will be tasked with conducting this investigative review.

Related Materials

Procedures

- Health and Safety
- Contractor Safety
- Workplace Violence and Harassment
- Sexual Violence
- Conflict of Interest
- Non-Smoking
- Cannabis
- Service of Alcoholic Beverages and Consumption at College Functions and Property
- Student Code of Conduct

- Workplace Discipline

[Investigation Process Maps](#)