



BOUCHER INSTITUTE  
of Naturopathic Medicine

## BOUCHER INSTITUTE POLICY

**Policy Title:** Respectful and Fair Treatment of Students Policy

**Date of Initial Board Approval:** October 18, 2017

**Date of Last Approved Revision:**

**Person(s) Responsible for Implementation & Adherence:** Dean of Student Services

**Related Procedures:** Respectful and Fair Treatment of Students Complaint Procedure

The purpose of this policy is to clarify principles and standards of professional conduct expected of all members of the Institute to provide a safe and respectful community.

**Policy Statement:** The Boucher Institute of Naturopathic Medicine is committed to providing a learning environment free from discrimination and harassment, where individual differences are valued and respected with equal opportunity and fair treatment of all students.

The Institute will take all reasonable steps to identify and eliminate unfair treatment, harassment, bullying and discrimination from its practices to create an inclusive culture that fosters acceptance and respect of all students.

This policy applies to all activities students may participate in at the Institute including but not limited to: Admission and enrolments; Teaching and learning; Student management; Course development and delivery; Training and instruction; Assessment and examination; Access to resources and facilities; Institute culture and off site activities.

### Definitions

#### **Discrimination**

Discrimination as it applies to the Institute's students occurs when a student is denied a benefit, service, accommodation, facility, or treated less or more favourably than another student, on the grounds of a personal characteristic or attribute, age, race, gender, religion, political belief, physical or mental disability, colour, ancestry, place of origin, marital status, family status, sexual orientation, except where there is a legitimate educational requirement.

#### **Harassment**

Harassment for the purpose of this policy, is defined as actual or perceived, unwelcomed conduct based on a personal characteristic or attribute, age, race, gender, religion, political belief, physical or mental disability, colour, ancestry, place of origin, marital status, family status, sexual orientation or criminal or summary conviction that humiliates, offends or intimidates, and where:

relinquishing to such conduct becomes a direct or implied term or condition of the workplace or learning environment

- relinquishing to or rejection of such conduct is used as a basis for employment or educational decisions
- such behavior has the purpose or effect of interfering with work or educational performance.
- such behavior creates an intimidating, hostile or offensive working or educational environment

### **Sexual Harassment**

Sexual harassment is unwanted or unwelcome sexual behavior whether verbal, physical, suggestive or electronically communicated which makes a person feel offended, humiliated or intimidated where:

- relinquishing to such conduct becomes a direct or implied term or condition of the workplace or learning environment
- relinquishing to or rejection of such conduct is used as a basis for employment or educational decisions
- such behavior has the purpose or effect of interfering with work or educational performance.
- such behavior creates an intimidating, hostile or offensive working or educational environment.

### **Personal Harassment**

Personal harassment is also known as bullying. Personal harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for working, learning or living. Personal harassment may be intentional or unintentional and adversely affects another individual's or group of individuals' psychological or physical well-being or that a reasonable person knows or ought to know would cause someone to be humiliated or intimidated.

While personal harassment and bullying usually consists of repeated acts, a single serious incident that has a lasting harmful effect may constitute personal harassment. Personal harassment behaviour includes persistent demeaning or intimidating comments, gestures or conduct; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermines an individual's self-esteem so as to compromise their ability to achieve work or study goals; unwarranted and excessive supervision or criticism of an individual; abuse of power, authority or position; sabotage of a person's work or academic studies; hazing; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person and where:

relinquishing to such conduct becomes a direct or implied term or condition of the workplace or learning environment

- relinquishing to or rejection of such conduct is used as a basis for employment or educational decisions
- such behavior has the purpose or effect of interfering with work or educational performance.
- such behavior creates an intimidating, hostile or offensive working or educational environment.

**Time Limit**

For a complaint to be considered under this policy, it must be filed within one year of the last incident or harassment, bullying or discrimination. The President has the discretion to waive this requirement where there are extenuating circumstances which prevented the complaint from being brought forward. Participation in a successful or successful resolution attempt will constitute a extenuating circumstance for the purpose of this paragraph.

**Retaliation**

Retaliation against any individual who has filed a complaint, or who has been named as a respondent or witness in the complaint, or who investigates the complaint, shall itself be an incident of harassment and may result in disciplinary action.

**Procedure associated with this policy**

It is the Institute’s responsibility to ensure that unlawful discrimination and harassment does not occur. If it does occur, the allegation will be investigated in a sympathetic, fair, confidential and in a timely manner according to the Respectful and Fair Treatment of Students Complaint Procedure.

If a student informs the Institute of allegations of harassment or discrimination that involves persons who are not staff members or students of the Institute, the Institute will consider the appropriateness of the Institute’s intervening or assisting. The decision to intervene or assist will be made by President.

The Institute will take all reasonable steps ensure there is no retaliation towards students who have voiced a discrimination or harassment complaint.

All staff have a role and obligation to take reasonable steps to ensure that the educational environment at the Institute is free from discrimination and harassment for students. All staff at the Institute have a responsibility to take appropriate action if concerns about discrimination and harassment are brought to their attention by a student or are personally witnessed.

Staff must ensure they do not engage in discriminatory or harassing behavior towards students themselves and there can be no retaliation against anyone for making a discrimination or harassment complaint. Any staff member found to be engaging in such behavior may be subject to consequential disciplinary action both by the Institute and through legal avenues (cost to be adhered by the staff in question).

## **Students**

The Institute requires all students to behave responsibly by complying with this policy and to report unacceptable behavior to staff.

All students must ensure they do not engage in discriminatory or harassing behavior towards other students or staff members and may be subject to consequential disciplinary action both by the Institute and legal avenues.