









- Damage, deface or destroy College Property.

**Parties** The Complainant(s) and Respondent(s) named in a Complaint.

**Respondent(s)**: A person or persons alleged to have engaged in conduct that violates policy.

**Responsible Administrator(RA)** An executive of the College or an administrator responsible for the operations of a College department, Faculty or service area (e.g., Dean, Director, Chief Information Officer, Registrar).

**Retaliatory Action** Any adverse action taken against a person because that person reports or alleges a violation of policy, seeks advice on making a Complaint, makes a Complaint, or cooperates in an Investigation of a Complaint.

**Student** A person who is enrolled in stud :  
A



- subsequent Investigation;
  - Sensitivity in the handling of personal information, and information about the limits of confidentiality with respect to an Investigation into a Complaint;
  - Timely information about available College support services and resources;
  - Timely consideration of appropriate academic, workplace or other accommodations, where warranted, and sensitivity to circumstances that might reasonably cause distress for either Party (e.g., avoiding contact between the Complainant and Respondent during the Investigation);
  - A clear explanation of the Investigation and decision-making process;
  - A procedurally fair and unbiased investigative process, conducted in accordance with the principles of natural justice;
  - Regular updates on the status of the process; and
  - A summary of the findings of the investigation.
7. Students who are accused of violating this policy can expect the College to provide the following:
- Compassion, dignity and respect in the handling of the Complaint and any subsequent Investigation;
  - Timely information about available College support services and resources;
  - Information on the options available to them; and
  - Where a Complaint is filed, a clear explanation of the investigation and decision-making process;
  - A procedurally fair and unbiased process;
  - Regular updates on the status of the process; and
  - A summary of the findings of the investigation.
8. The College reserves the right to investigate any conduct alleged to be in violation of this policy within four (4) months of the date on which the RA becomes aware of the alleged Misconduct.
9. The College recognizes its responsibility to provide procedures to respond to Complaints made under this policy, including, where necessary, providing an appropriate remedy to a Complainant where Non-academic Misconduct is found to have occurred, and imposing sanctions for violations of this policy, up to and including suspension.
10. The College reserves the right to initiate an internal investigation and/or to inform the relevant law enforcement agency without the consent of the person reporting an incident if



precautionary rather than disciplinary and should, therefore, be considered a warning rather than a disciplinary action.



