



## Respectful and Fair Treatment Policy

Discovery Community College is committed to ensuring a safe learning and working environment that promotes the respectful and fair treatment of all students, employees, and visitors.

While on the premises of any DCC campus or while engaged in activities or events hosted by or attended by DCC, all members of our community (instructors, administrators, students, and guests), are entitled to an environment that is free from any form of discrimination and harassment, whether verbal, physical, psychological, emotional, or sexual.

Any person who believes they have been discriminated against or harassed is encouraged to respond to the alleged perpetrator directly, by informing them of their discomfort with the behaviour and requesting that the unwelcome behavior stop immediately. While this is often the simplest and most effective way to end the behaviour, the complainant is not obligated to confront the perpetrator. The complainant may choose to report the behaviour to the regional campus manager.

The person making a complaint will meet with the regional site manager to present their report of the situation and to discuss next steps. The person accused of discrimination or harassment will then meet with the regional site manager to present their view of the situation and to discuss next steps. The regional site manager will investigate the circumstances and will recommend solutions to both the complainant and the person accused. Negotiations will continue until an outcome satisfactory to both parties has been reached. If this is not possible then the relevant steps of the DCC dispute resolution policy will be used.

If, in the opinion of the chief executive officer, a serious offence has occurred, appropriate authorities will be consulted, and their recommendations may be followed.

DCC's Suspension and Dismissal policy states that students may be dismissed from DCC for discrimination or harassment of any kind. This final step will only be taken if, in the opinion of the chief executive officer, the behaviour is serious, and all other possible solutions have proven unsatisfactory.

At all times, the privacy of all parties will be respected and protected.