



Policy	#3-06
Approved By:	Education Council
Approval Date:	November 13, 2015
Revision Date:	November 13, 2015 May 12, 2018
Effective Date:	May 12, 2018
Date to be Reviewed:	2023
Administrator Responsible:	Executive Vice President Academic & COO

**COMMUNITY CODE OF ACADEMIC, PERSONAL AND
PROFESSIONAL CONDUCT (CODE OF CONDUCT)**

POLICY STATEMENT

North Island College is a vibrant community involved in teaching, learning, applied research, and other educational activities. The college is committed to fostering a culture of integrity, mutual respect, and responsible behaviours to provide a welcoming, safe, and inclusive environment for all.

PURPOSE STATEMENT

The purpose of this policy is to describe the principles, definitions, expectations, and responsibilities that support a welcoming, safe and inclusive environment as they pertain to:

- Personal and professional conduct (See procedures Appendix A)
- Bullying and cyberbullying (See procedures Appendix A)
- Violence against person or property or improper or illegitimate use of college property/equipment (See procedures Appendix A)
- Smoking, consumption of alcohol or other substances that impact safety and/or behaviour (See procedures Appendix A)
- Academic integrity (See procedures Appendix B)

SCOPE AND APPLICATION

1. This policy applies to all members of the college community.
2. This policy relates to all forms of misconduct with the exception of those related to Human Rights (NIC Policy #2-08), and Sexual Violence and Misconduct (NIC Policy #3-34).
3. Events that occur on or off campus, or outside normal college business hours, and/or through social media and other digital mediums may be investigated if the parties are currently connected to each other through the college and if the alleged misconduct

creates an environment on campus for the participants that is not safe, secure and free from forms of misconduct.

4. This policy will not limit or conflict with the rights as provided for in the college's Collective Agreements and Common Agreements or any person's rights under the NIC Policy #2-08 Human Rights.

PRINCIPLES

1. This policy will be in keeping with the Canadian Charter of Rights and Freedoms, BC Human Rights Code, BC Freedom of Information and Protection of Privacy Act, the Criminal Code of Canada, and BC's Workers Compensation Act.
2. To assure administrative and procedural fairness, the principles of natural justice will be the foundation for all investigations, decisions and outcomes.
3. The college will promote a culture that supports and facilitates the reporting of violations against this policy.
4. The college will act quickly and reasonably to investigate all reports of misconduct.
5. The college will respond in a manner that is intended to minimize harm.
6. Where appropriate, restorative justice forums will be implemented to mitigate and repair harm.
7. The college's Human Rights Policy (#2-08) will further support a culture free from discrimination and harassment.

DEFINITIONS:

Academic Integrity

Behaving with honesty and truthfulness in all work presented towards an academic credential, publishing, reporting of transcripts, and other academic-related activities.

Academic Integrity Chair

The chair role is to support the Academic Integrity Committee and to oversee the process outlined in the code of conduct as they relate to academic integrity.

Academic Integrity Committee

This committee is normally comprised of at least five (5) faculty members from each decanal area/division appointed by the dean/director. There is no length of term, and members remain on the committee as determined by mutual agreement with the dean.

Academic Integrity Panel

This panel is comprised of three (3) faculty members who are external to the student's program area. Members are selected from the Academic Integrity Committee by the Academic Integrity Chair or designate.

Bullying

A form of harassment and a type of violence in the learning and workplace that can cause psychological and/or spiritual harm; interferes with one's right to a respectful work and learning environment. Bullying does not include reasonable action taken by a supervisor or instructor relating to classroom management, teaching, campus events, or workplace activity.

Cheating

Includes but is not limited to:

- Copying, or allowing the copying of assignments, tests, exams, and other forms of academic evaluations;
- Using unauthorized devices of any sort when presenting work for evaluation, including, but not limited to, tests and exams;
- Using unauthorized information during any evaluation process;
- Obtaining or providing without authorization questions or answers relating to any examination or test prior to the test;
- Work that is submitted as one's own work but has been created through collaboration or editing by another person to the extent that it no longer reflects the submitter's knowledge and effort.
- Communication of any kind either verbal or non-verbal with another student during an examination, quiz or test.

College Community

Employees and students of NIC as well as contractors and others who have committed to an agreement with the college to provide services or become learners.

Controlled Substances

Any substances listed under the Controlled Drugs and Substances Act, S.C. 1996, c.19.

Cyberbullying

Using social media and other forms of digital communication to bully and cause psychological and/or spiritual harm.

Discrimination

Unintentional or intentional unfair treatment as prohibited under the BC Human Rights Code and that has no job or course related justification and puts individuals or groups at a disadvantage.

Evaluation Process

This activity includes student evaluation (as per Policy #3-33) and the provision of grades and notations on transcripts.

Fabrication

- Falsifying of findings and data
- Providing a bibliography/reference that includes sources not used in the associated documents
- Providing citations that are not from the sources provided
- Providing counterfeit or forged documents, including medical notes or credentials

Final Exam

Test written at the end of the course, during the formal exam writing period or an evaluation or assignment that is used in lieu of the final written test.

Harassment

Inappropriate conduct or comment by a NIC community member or visitor towards another person that the member ought to have known would cause that person to be humiliated or intimidated.

Impersonation

The taking of a test, examination, or other assessment for another person or having another person take a test, examination, or assessment on one's behalf.

Misconduct

Non-compliance with the NIC's expectations of respectful behaviours and/or violation of legislation, NIC's policies and/or collective agreements. Includes behaviours endangering the safety of persons and/or disrupting the teaching and learning environment.

Notation on Student Record

Notation on student record maintained by the associate vice-president, student services and registrar (not the transcript).

Personal Conduct

Conduct not determined by a professional body.

Plagiarism

Representing someone else's work, ideas, findings, facts, opinions, and/or theories as one's own, through improper and/or incomplete citation of work submitted.

Professional Conduct

Appropriate conduct determined by professional organizations.

Principles of Natural Justice include:

- a. Audi Alteram Partem "listen to both sides" - any person who is being accused of something has the right to know the accusation and must be given a reasonable opportunity to respond to the accusation, to offer rebuttals, and to provide counter evidence.
- b. Nemo Judex Rule – "Nemo Judex Rule" – no person shall be a judge in their own case, and every person has the right to an unbiased and independent decision maker.

Procedural Fairness

A term used alternatively with natural justice to describe process conditions that are fair, transparent and in compliance with audi alteram partem and nemo judex rules.

Reprimand

Normally a verbal warning regarding an unacceptable behavior.

Restorative Justice Forum

An approach to justice designed to identify and address harm; it involves those responsible for the harm and the individuals and community impacted by it.

Risk Assessment and Prevention Team (RAPT)

A team comprised of trained individuals who meet as required to investigate possible threats to the campus community.

Student

A person the associate vice-president, student services and registrar recognizes to be an active applicant or to be enrolled in a course or program of studies at the college.

Student Case Management Team (SCMT)

A team comprised of representatives who meet regularly to discuss concerning student behaviours and to develop supportive interventions.

Support Person

A person present at meetings or hearings. This person will not participate or provide comment during hearings and must not be in conflict of interest (e.g. must not be a current instructor for the student in another course).

Student Union Advocate

A representative from the North Island Student Union who will provide assistance to students in addressing fairness issues and resolving disputes. This person will not participate or provide comment during hearings.

Suspension

The removal of a student or employee from the college for period of time in accordance with the BC College and Institute Act.

Teaching and Learning Environment

Any activity that is related to instructional activity and grading of a course. For example, classroom instruction, practical instruction, field trips, meeting with faculty regarding academic matters.

Violence against persons

Any behaviour causing risk to the physical, psychological and/or spiritual well-being of another person including but not limited to carrying weapons, uttering threats, assaults, abuse, and other forms of intimidation.

Violence against property

Includes damage to physical property belonging to the college or members of the community while on college property or during college functions.

Visitors

Persons outside of the college community who interact directly or indirectly with college members on campus or at college sanctioned events.

GUIDELINES

1.0 Expectations and Responsibilities

All members of the college community have the responsibility of creating a welcoming, safe, and inclusive environment. As such, it is expected that all members will behave with integrity, honesty, and truthfulness and will behave towards each other with respect and courtesy.

- 1.1 While this policy applies to all members of the college community, responses to violations and reparations of harm must comply with collective agreements, NIC policies, and current legislation.
- 1.2 Violations will be addressed through the sanctioning processes outlined in the appendices of this policy with the intention of providing learning opportunities to avoid further transgressions.

2.0 Communication and Education

To ensure an understanding of the purpose and principles of this policy, the college will regularly offer information to all members of the community through the college website and publications, faculty presentations to students, new employee documents, and educational sessions to employees.

- 2.1 Communication of transgressions to appropriate college employees will occur in compliance with the BC Freedom of Information and Protection of Privacy Act.
- 2.2 The college will encourage an atmosphere in which all members of the college community are informed and educated in matters relating to rights and responsibilities in building and maintaining a supportive and safe learning environment.
- 2.3 The college will foster an environment in which its members are encouraged to report concerning, worrying, threatening, and otherwise unusual behaviours to the RAPT.

3.0 Breaches of the Code of Conduct

When the Code is breached, appropriate steps will be taken to investigate and respond appropriately in accordance with the procedures described in the appendices to this policy. If during the investigation it is discovered that either the Human Rights Policy #2-08 or the Sexual Violence and Misconduct Policy # 3-34 has been breached, the procedures of the breached policy will prevail.

- 3.1 Campus and community safety will not be compromised.
- 3.2 Resolutions will be implemented with the intent of repairing harm and changing unacceptable behaviours.

4.0 Assistants, Supports and Advocates for Students

Persons recommended or requested by any involved party to assist students understand process and discussions. This may include, but not limited to language translators and sign language interpretation, cultural advisors, or any other support deemed appropriate by the director of student affairs or designate. Assistants, Supports and Advocates do not participate in the discussion nor decision-making part of the process. They are expected to clarify the discussion to the student.

5.0 Student Appeals of Decisions

Students may appeal decisions made under the jurisdiction of this policy through the processes described in the student appeal policy 3-30 with the exception of the recommendation for suspension. In the case of a recommendation for suspension, students may only appeal directly to the president and only after receiving the decision from the president's office to suspend or not.

6.0 Employees not agreeing with decisions

Employees may file complaints and grievances in compliance with collective agreements and Human Resource Policies.

Legislative and Collective Agreement References:

BC Bill 23 – 2016 Sexual Violence and Misconduct Policy Act

BC College and Institute Act

BC Freedom of Information and Protection of Privacy Act

BC Human Rights Code

Canadian Charter of Rights and Freedoms

Canadian Human Rights Act

Criminal Code of Canada

North Island College CUPE Local 3479 Collective Agreement

North Island College Faculty Association Collective Agreement

Workers Compensation Act, WorkSafe BC, 2013

Links to Other Related Policies, Documents and Websites:

Academic Integrity Committee - Terms of Reference

Risk Assessment and Prevention Team – Terms of Reference

Student Case Management Team – Terms of Reference

Training On-line: Respect in the Workplace

Cross Reference:

Code of Ethical Conduct Policy #1-20

Emergency Response to Inappropriate, Disruptive, or Threatening Behaviour Policy #2-11

Evaluation of Student Performance Policy #3-33

Human Rights Policy #2-08

Progressive Discipline Misconduct or Inappropriate Behaviour Policy #2-12

Protection of Employees from Violence in the Workplace Policy #2-10

Sexual Violence and Misconduct Policy #3-34

Student Appeals Policy #3-30

Student Complaint Resolution Policy #3-31

APPENDIX A PERSONAL AND PROFESSIONAL CONDUCT

The purpose of these procedures is to support Policy #3-06, Community Code of Academic, Personal and Professional Conduct. It is the responsibility and expectation of all members of the college community to act in accordance with good citizenship, institutional policies, professional associations' ethical guidelines, and local, provincial, and national legislation. The specific expectations identified in this policy and its procedures are only some of those which fall within this category.

The following behaviours are among those that would be considered a violation of this policy:

- Behaviours in any location that cause disruption of the learning and teaching environment.
- Bullying and/or cyberbullying by a member of the college community towards another member.
- Behaviours that are violent against persons or property or result in improper or illegitimate use of college property/equipment.
- Breach of contract related to use of college equipment.
- Use of substances which impact behaviours in such a manner as to compromise safety and/or disrupt the campus and/or learning activity.
 - Alcohol consumption is only permitted on campus when approved by the director of facilities and supported by a liquor licence.
 - Smoking, including e-cigarettes, is permitted in designated areas only.
 - Recreational use of cannabis is not permitted on any campus at any time. Cannabis consumption on campus is only permitted when supported by medical documentation and approved by the Department of Accessible Learning. If the medicinal cannabis cannot be ingested in any form other than smoked, the director of facilities (or designate) must be notified in order to arrange where appropriate consumption can take place.

In all cases campus security/facilities or RCMP should be contacted if there is an immediate risk to safety. In the event that expected behaviours are not met, and/or violations against persons or property occur, appropriate procedures and reparations will be implemented.

1.0 EMPLOYEES

Violations of this policy will be addressed through collective agreements and NIC Human Resources policies.

2.0 VISITORS

In the event that the principles and guidelines described within this policy are violated by a visitor, the incident will be referred to the appropriate authority for resolution (e.g. RCMP, director of facilities or designate).

3.0 STUDENTS

Violations of Policy #3-06 will result in reparations and sanctions that are designed to support the victim(s) and provide education and opportunity for learning for the wrongdoer, but will not create risk for the institution and the community.

Escalating levels of disruption normally result in increasing levels of reparations and sanctions. The director of student affairs or designate may be consulted by any of the parties, as needed, to assist with process.

In course related matters, the normal progression is instructor, chair/coordinator, dean/director or designate. When the instructor is the chair/coordinator, the matter will be referred to the dean/director if not resolved. Sanctions will be consistent with those described at the end of Appendix A. In other matters as indicated below, violations will be addressed by the director of student affairs or designate.

3.1 Violations occurring outside of a teaching and learning environment

3.1.1 Violations occurring outside of a teaching and learning environment will be addressed by the director of student affairs or designate within the jurisdiction of this policy and its appendices.

- a. Any person becoming aware of a violation should report the occurrence to the director of student affairs or designate.
- b. The director of student affairs or designate will meet with the involved parties to determine appropriate course of action which will be consistent with the sanctions described below at the end of Appendix A.

3.2 Violations occurring within and related to the teaching and learning environment

3.2.1 Violations outside of the classroom but related to the teaching and learning environment (e.g. instructor/student communications, instructor/student meetings, etc.) are expected to be addressed by the instructor unless safety is a concern.

- a. Where the instructor feels a situation has not been resolved, the department chair/coordinator or dean/director will be consulted as appropriate.
- b. If the matter cannot be resolved by the instructor and department chair/coordinator, the concern must be referred to the dean/director for the development of an appropriate course of action.
- c. The director of student affairs or designate will be consulted with regard to sanctions which will be consistent with those described at the end of Appendix A.
- d. Unless safety is a concern the student may return to the learning environment, pending a decision from the dean and/or RAPT.

- 3.2.2 Violations in the classroom not resulting in dismissal (asking the student to leave the session) but are caused by behaviours that disrupt the teaching and learning environment without creating a safety risk (e.g. inappropriate comments, heckling, etc.) will be subject to the following procedures.
- a. The instructor will meet with the student as soon as possible and preferably prior to the next class meeting to advise the student of the unacceptable behaviours and determine appropriate sanctions as described below at the end of Appendix A. Instructors must consult and refer to their chair and dean if sanction is other than a verbal reprimand.
 - b. Instructors may consult with the department chair and/or director of student affairs or designate as appropriate.
- 3.2.3 Violations in the classroom resulting in dismissal (asking the student to leave the session) is appropriate action when the instructor determines behaviours are such that the teaching and learning environment is compromised (e.g. shouting, swearing, threatening gestures, etc.) and will be subject to the following procedures. In some cases, if the student will not leave, it may be appropriate to dismiss the class.

Note: Safety should be a consideration and campus security or the RCMP should be contacted as needed.

- a. Following a student's dismissal from the class, the student must meet with the instructor and department chair/coordinator of the program (or dean/director if the instructor is the department chair/coordinator) prior to returning to the classroom.
- b. This meeting will be initiated by the instructor and should occur as soon as possible and preferably prior to the next scheduled class to determine an appropriate course of action.
- c. If the instructor, the dismissed student, or students in the class feel threatened by the situation, the incident must be reported to the dean and to the RAPT prior to the scheduling of the meeting as alternate steps may be deemed necessary.
 - i. If the matter cannot be resolved by the instructor and department chair/coordinator, the concern must be referred to the dean/director for the development of an appropriate course of action.
 - ii. The director of student affairs or designate will be consulted with regard to sanctions.
 - iii. Unless safety is a concern the student may return to the learning environment, pending a decision from the dean and/or RAPT.
 - iv. Sanctions will be consistent with those described below at the end of Appendix A.

In complex situations, the dean/director may refer the matter to the Student Case Management Team (SCMT) for consultation; the SCMT does not provide discipline, but instead determines the level of support that the student may require. In these cases, and in accordance with the SCMT terms of reference,

student information will be treated confidentially. Involved deans/directors, department chairs/coordinators and instructors will be guided and/or informed on outcomes and next steps on a need-to-know basis.

3.3 Bullying and Cyberbullying

Bullying and cyberbullying by a student or another member of the college community should be reported to the director of student affairs or designate. The director of student affairs or designate will meet with the involved parties and determine appropriate course of action. The course of action will be developed with the intention of providing support to the victim and mitigating risk to the community and the college. Furthermore, actions should allow for education and learning for the wrongdoer. Sanctions will be consistent with those described below at the end of Appendix A.

3.4 Violence Against Persons or Property or Improper or Illegitimate Use of College Property/Equipment

Incidents of violence against persons or property, or illicit use of property must be reported to RAPT. In such cases the RAPT will immediately take actions to mitigate risk, and will investigate to determine next steps. Sanctions will be consistent with those described below at the end Appendix A.

3.5 Smoking and Consumption of Alcohol or other Substances that impact safety and/or behavior

Use of substances which violate this policy should be reported to the director of student affairs or designate and director of facilities or designate immediately. The director of student affairs and director of facilities or designates will investigate and determine the course of action and sanctions that will be consistent with those described below at the end of Appendix A.

4.0 SANCTIONS

Informal Sanctions

In some situations, informal sanctions are determined by the instructor and department chair and may be a verbal reprimand. This does not form part of a student record.

Formal Sanctions

Depending on the incident, the dean/director and/or RAPT and/or the director of student affairs or designate will determine and communicate in writing to the student and other parties as needed, an appropriate course of action which may include but is not limited to the following:

- Behaviour contract prepared by the director of student affairs or designate
- Restorative justice
- Remuneration for damages, including breaches of contract for use of college equipment
- Ban from some or all non-academic activities and locations on campus

- Restricted access to campus
- Loss of NIC computer and campus internet usage
- Removal from a specific course or program
- Recommendation for suspension to the president

Reporting to law enforcement will be done as required.

Where appropriate, the director of student affairs or designate will also ensure that relevant college personnel receive information regarding the incident in compliance with the BC Freedom of Information and Protection of Privacy Act. Such persons include the associate vice-president, student services and registrar, relevant deans/directors, and members of the senior leadership team.

Procedures:	Policy #3-06, Appendix B
Approved by:	Senior Educational Team
Approval date:	August 30, 2016
Revision date:	February 12, 2020

APPENDIX B ACADEMIC INTEGRITY

There are many forms of academic misconduct that may not be articulated within this policy, but will fall within the scope of this policy. They will include various forms of academic deception such as transcript forgery, plagiarism, cheating, data use without appropriate acknowledgement or permission, and violations of other NIC policies that impact academic integrity. These actions may be intentional or unintentional.

1.0 EMPLOYEES

Violations of this policy will be addressed through collective agreements and NIC Human Resources Policies. Suspected academic misconduct by employees should be reported to the employee's direct supervisor. Appropriate action will be in keeping with collective agreements and NIC policies.

2.0 STUDENTS

A. INSTRUCTOR SUSPECTS ACADEMIC MISCONDUCT

1. In the event that a student is suspected of academic misconduct, the instructor will discuss the concern with the student normally within two (2) business days.

Note (a): An instructor has the option of discussing a suspected infraction with the Academic Integrity Chair before initiating a formal process. If the case discussed during this consultation goes to panel, the Chair will act as a non-voting panel member. In this case, the other panel members will determine if the allegations are valid and whether academic misconduct has occurred. If required, the Academic Integrity Chair will provide the 'tie-breaking' vote.

2. If the instructor believes, after discussion with the student, that academic misconduct has occurred, the case will be referred to the Academic Integrity Committee normally within five (5) business days after the initial meeting. The referral will be comprised of a letter to the Chair of the committee [email: academicintegritychair@nic.bc.ca] which will describe the allegation(s) and include supporting documents. The student will be copied on this letter.
3. The Chair of the Academic Integrity Committee will attempt to contact the student normally within two (2) business days (using the student's most recently provided contact information) to advise them of the allegations of academic misconduct against them. If the student requires support regarding

the specific allegations the student should be referred to an NIC counsellor, the Director of Student Affairs or designate and/or the North Island Student Union. The Chair will communicate to the student their choices for process as follows:

- 3.1 Student Case Heard by an Academic Integrity Panel
 - Student advises the Chair of the Academic Integrity Committee within three (3) business days of being contacted that they wish to proceed with the panel process and also advise whether they will attend in person, provide a written statement, or do both.
 - If the student chooses to submit a written statement, this must be sent to the Chair of the Academic Integrity Committee normally within three (3) business days but not more than five (5) business days after being notified by the Chair of the Academic Integrity Committee of the allegations.

- 3.2 Student agrees they committed Academic Misconduct and waives the Panel Process. This option is only available for allegations against a first infraction.
 - Student advises the Chair of the Academic Integrity Committee within three (3) business days of being contacted that they do not wish to dispute the charge and agree to waive the panel process.
 - The Chair of the Academic Integrity Committee refers the case to the Dean for sanctioning.

- 3.3 Student does not respond to the Chair of the Academic Integrity Committee
 - If the student does not respond to the Chair of the Academic Integrity Committee normally within three (3) business days, the Chair of the Academic Integrity Committee has the discretion of bringing the case to the panel or referring the case directly to the Dean for determination and, where appropriate, sanctioning.

B. PANEL PROCEEDINGS

The Academic Integrity Panel (AIP) is scheduled once per week. Cases are heard in the next available convening of the panel.

1. If a student chooses to attend the panel meeting, the student will be advised of the time and location. The instructor will also be invited, but may choose not to attend. If the student and/or faculty chooses not to participate in the meeting, the Academic Integrity Panel will either accept or dismiss the allegations based on evidence received to date. In the event the allegations are accepted, the Academic Integrity Panel will forward the case for sanctioning to the Dean.

Note: The student and faculty member may bring along a support person or student union advocate. Neither the support person nor student union advocate will address the panel and must not be in conflict of interest (for example must

not be a current instructor of the student or an instructor in the student's program).

Both parties will be invited into the room at the same time; neither shall speak to the case without the other present unless one party has refused the right to be present.

2. The Academic Integrity Panel will hear the case from both the student and the faculty member if in attendance.
3. The faculty member and the student, including the support person or student union advocate, will be asked to leave the meeting (if present) once all information has been presented. The Academic Integrity Panel will determine if the allegations are valid and academic misconduct has occurred.
4. Within three (3) business days of the hearing, the chair of the Academic Integrity Panel or the Chair of the Academic Integrity Committee (or designate) will forward a letter, including the evidence provided, to the student's Dean stating the panel's determination. The student and faculty member will be copied on this letter.

C. DEAN'S RESPONSIBILITIES

1. Upon receiving notification about the case from the Chair of the Academic Integrity Committee, the Dean will contact the associate vice-president, student services and registrar (or designate) to determine whether or not there has been previous academic misconduct. In the case where there has been no panel, the Dean will review the information provided and make the determination for sanctions. In the case where a panel has met, the Dean will review the panel's recommendation and determine sanctions. In the event the Dean does not accept the Academic Integrity Panel's recommendations, the Dean must meet with the student and the faculty member to make a decision regarding the allegation. The Dean will determine sanctions consistent with those described in this policy. The Dean will forward the decision in writing to the student and copy the instructor, associate vice-president, student services and registrar, and the Chair of the Academic Integrity Committee normally within five (5) business days of having received notification of the case.
2. The student will be advised of their right to appeal and will be referred to the Student Appeals Policy #3-30.

SANCTIONS

Sanctions will be consistent with those described below with the intention of providing education to avoid further violations. Sanctions will progress with severity based on the number of infractions recorded on the student record. Should a student commit multiple infractions that come forward for sanctioning at the same time, the Dean will determine

whether or not they are treated as repeat infractions and sanctioned accordingly. In all cases, students will be encouraged to seek counselling and/or other support services. Students may not withdraw to avoid sanctions resulting from academic integrity violations.

1st infraction

- At the decision of the Dean, a student will normally receive a zero on the assignment or test in question.
- A letter from the Dean outlining the misconduct and sanctions will be sent to the student. The letter will be copied to the Registrar for the student's record, the Chair of the Academic Integrity Committee and the instructor.
- The student will meet with a member of the Academic Integrity Committee to discuss academic integrity standards and will complete an online seminar in academic integrity.
- The student will be informed of the academic and personal support services available on their campus.

2nd infraction

- Failure in the course.
- A letter from the Dean outlining the misconduct and sanctions to the student. The letter will be copied to the Registrar for the student's record, the Director of Student Affairs (or designate), the Chair of the Academic Integrity Committee and the instructor.
- The student will meet with the Director, Student Affairs (or designate) and the Chair, Academic Integrity Committee. In addition to information about the academic and personal support services available on their campus, the student will be given a verbal reminder of the consequences of receiving a 3rd infraction.

3rd infraction

- Failure in the course.
- Letter on the student record.
- The program Dean will normally make a recommendation to the president for suspension.
- The student will be asked to meet with the program Dean and the Director of Student Affairs. At this meeting, the student will be provided with a letter outlining the misconduct and sanctions as well as a referral to appropriate services. The letter will be copied to the registrar, the Director of Student Affairs (or designate), the Chair of the Academic Integrity Committee and the instructor.
- If the Dean recommends that the student be suspended, the letter will also be sent to the President's Office.

RESTORATIVE JUSTICE RESOLUTION

In some cases, and based upon the recommendation of the Dean, it may be appropriate to facilitate a restorative justice forum in lieu of the sanctions described above. In those situations, an agreement will determine the sanctions, but may not result in a higher 'than minimum passing' grade. A student may participate in the restorative justice forum only once during an academic career at NIC.

EXTERNAL AGENCIES AND PROFESSIONAL BODIES

A student who has violated a policy of an external agency during an NIC course may also be subject to the sanctions administered by the external agency.

Procedures:	Policy #3-06, Appendix C
Approved by:	Senior Education Team
Approval date:	November 25, 2020

APPENDIX C COVID-19 COMPLIANCE PLAN

As stated in the NIC Community Code of Academic, Personal and Professional Conduct Policy 3-06 (Code of Conduct), all members of the college community have the responsibility of creating a welcoming, safe, and inclusive environment. As such, it is expected that all members will behave with integrity, honesty, and truthfulness and will behave towards each other with respect and courtesy.

1.0 PUBLIC HEALTH OFFICER REQUIREMENTS

In the interest of safety, students, staff, faculty, and other members of the college community including visitors and contractors are required to comply with all applicable Covid-19-related NIC safety plans and protocols and Public Health Officer (PHO) requirements including, but not limited to:

- Wearing masks in all common areas inclusive of indoor settings. At NIC, this would include shared work and training areas where physical distancing cannot be maintained*.
- Wearing masks at desk/workstations if you cannot maintain physical distancing requirements*.
- Wearing masks in lab and shops and as required by specific courses/programs*.
- Maintaining physical distance (6 feet – 2 metres) from others, to the greatest extent possible.
- Complying with all maximum occupancy requirements, signage, and floor markings posted in all campus spaces.
- Reading and adhering to all screening questions when coming to campus.
- Remaining at home if unwell or if showing any of the symptoms associated with COVID-19. If unwell, students, staff and faculty should notify their instructor or manager.
- Using frequent and proper hand hygiene (i.e., hand washing with soap and warm water or use of hand sanitizer when soap and water are not available).
- Avoiding the sharing of utensils, glasses, pens or pencils, laptops, keyboards, microphones or other similar personal products, and frequently sanitize or disinfect high-touch surfaces, such as phone screens, keyboards, tables, desks, etc.
- Responsibly disposing of any sanitizing or disinfecting wipes and related materials.
- Abiding by all policies/protocols related to visitors/guests on campus.
- Being respectful and attentive to anyone who needs help or a reminder about community expectations.
- Avoiding bias-based discrimination. The current COVID-19 outbreak has provoked bias and discriminatory behaviors against people of certain racial and ethnic backgrounds. We know that the virus does not differentiate with respect to race, ethnicity, national origin, gender, sexual orientation, age, socio-economic status, or physical ability. During this time of great uncertainty based on the COVID-19

pandemic, students, staff and faculty are expected to treat others with the respect every human being deserves and not promote, participate in, or allow their own bias to impede the access and opportunity of others in their community.

2.0 COMPLIANCE

We understand that missteps and oversights with compliance may occur as new practices are fully implemented. Generally, issues with compliance will be addressed with care, understanding, and information sharing. The overarching goal will be to enhance awareness, disseminate timely information, and when occasions arises de-escalate any related situation, while always encouraging compliance.

We recommend the following steps in addressing non-compliance: Ask, Assist, Act and Report. Students and employees who are uncomfortable addressing non-compliance may seek assistance and support from their instructor or supervisor.

Not Wearing a Mask			
Ask	Assist	Act	Report
Ask if the individual is aware that masks are required	If available, offer to give the individual a mask	If non-compliance continues, either ask the person to leave or remove yourself (and others if applicable) from the area	For ongoing violations and/or inappropriate interactions see below
Not Physically Distancing			
Ask	Assist	Act	Report
Ask the individual to please honor physical distancing space and allow for 6ft/2m distance	Indicate signage re physical distancing	If non-compliance continues, either ask the person to leave or remove yourself (and others if applicable) from the area	For ongoing violations and/or inappropriate interactions see below.

2.1 *Accommodations

If a student is not able to comply with the PHO’s mask regulations for health reasons, they may seek an accommodation from the Department of Accessible Learning Services. Alternatively, the student may request a withdrawal and exit their program without grade penalty

If employees are not able to comply with the PHO’s mask regulations for health reasons, they may seek an accommodation by contacting Human Resources.

3.0 REPORTING

If, after following the Ask, Assist and Act guidelines, a member of the College community fails to comply with safety protocols, they may be considered in breach of the Code of Conduct and reported as follows:

3.1 STUDENTS

3.1.1 Violations occurring within and related to the teaching and learning environment

If a student does not comply with the safety protocols, faculty will ask the student to leave the teaching/learning environment. If the student refuses to leave, it may be necessary to dismiss the entire class. Faculty will report the incident to Director, Student Affairs or Manager, Student Life who will then meet with the student to determine appropriate sanctions.

Students who feel there are violations not being addressed in the teaching and learning environment may report concerns to the Director, Student Affairs or Manager, Student Life.

3.1.2 Violations occurring outside the teaching and learning environment

If a student who is outside the teaching and learning environment refuses to comply with safety protocols, observers will report the incident to the Campus Administrator or Manager Health & Safety (or appropriate administrator designate). The Administrator will follow up with the student immediately which may result in asking the student to leave the campus if noncompliance continues. The Administrator will seek to identify the student when possible. A report will be forwarded to the Director, Student Affairs or Manager, Student Life for follow up with the student to determine appropriate sanctions.

3.1.3 Student Sanctions

Sanctions will be consistent with those described below with the intention of providing education to avoid further violations. Sanctions will progress with severity based on the number of infractions and the willingness of the student to comply with the safety protocols.

1st Infraction

- Verbal warning
- Statement of compliance signed by the student, Director, Student Affairs or Manager, Student Life

2nd Infraction

- Letter from the Director, Student Affairs outlining the misconduct and sanctions. The letter will be copied to the student's record and the Program Dean/Director (as appropriate).

3rd Infraction

- Removal from the program for the remainder of the academic year, and/or
- Removal from campus for the remainder of the academic year.

3.2 EMPLOYEES

Managers and supervisors are responsible for ensuring their employees are compliant with all health and safety orders and guidance in the workplace.

North Island College must ensure a healthy and safe workplace by abiding by the PHO orders and safety protocols requiring mandatory mask wearing in the workplace. The employer must implement measures to keep employees safe and ensure compliance. It is always imperative for the safety of employees and students to follow guidance and act safely in the workplace.

If an employee is noncompliant with the safety protocol of wearing masks, review and disciplinary sanction may be imposed as per applicable collective agreements and NIC Policy 2-12 Progressive Discipline. WorkSafeBC may also inspect the workplace for violations of the PHO orders and which may result in orders being written directly to the employer/employees for not following PHO orders and safety protocols as per the Workers Compensation Act.

Acknowledgements

North Island College acknowledges and expresses gratitude for the use of some of the language within this appendix from the following institutions and organizations:

Penn State University <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/conduct-information-related-covid-19>

Middlebury College <https://www.middlebury.edu/office/midd2021/covid-19-conduct-policy-and-disciplinary-process>