

Respectful Treatment Policy

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| Classification: | Training Centre Policy |
| Responsible Authority: | Andrew Lowry Title: Training Coordinator |
| Executive Sponsor: | Andrew Lowry |
| Approval Authority: | Local 1946 Executive Committee |
| Date First Approved: | 2025-03-05 |
| Date Last Reviewed: | 2025-03-05 |
| Date to Complete Mandatory Review: | |

PURPOSE

This policy ensures that UBC Training centres are providing a respectful and inclusive environment for all students, staff, and faculty.

SCOPE

This policy applies to all courses, programs, activities, and events hosted by UBC Training Centres. It covers the conduct of participants, and other individuals associated with the training centre.

POLICY

Our UBC Training centres are committed to fostering an environment of mutual respect, professionalism and inclusivity. These are essential to creating a positive and productive learning experience and work environment for all individuals involved in our programs.

Our guiding principles include but are not limited to :

- 1. Mutual Respect:** All members of the UBC Training Centre community are expected to treat each other with respect, fairness, and sensitivity. This includes acknowledging and valuing the diverse backgrounds, experiences, and perspectives of others.
- 2. Non-Discrimination:** The UBC Training Centre does not tolerate discrimination based on race, color, ethnicity, nationality, religion, age, gender, sexual orientation, disability, or any other characteristic protected by law. All students are entitled to fair and equal treatment.
- 3. Harassment-Free Environment:** Harassment of any kind, including verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive environment, is strictly prohibited. This applies to interactions within the training centre, as well as any off-site activities or online communications related to UBC Training Centre programs.

4. Professional Conduct: Students are expected to maintain professional conduct in their interactions with students, instructors, staff and peers. This includes refraining from engaging in behavior that may be perceived as disrespectful or belittling.

5. We promote a positive and supportive atmosphere conducive to learning and growth.

6. Communication between any student, instructor or training centre staff is to be respectful in tone and in language whether verbal or written.

7. Respect the privacy and confidentiality of others including personal information shared in the course training.

8. Feedback will be provided and received on occasion, and it will be in a constructive and respectful manner focusing on improvement and growth.

6. Reporting Procedures: Any student, instructor, or training centre staff who experiences or witnesses' behavior that violates this policy is encouraged to report the incident to the appropriate UBC Training Centre authority. Reports will be taken seriously and handled confidentially and promptly.

Adherence to this policy is essential for fostering a positive and supportive learning and working environment at the UBC Training Centre. Violations of this policy may result in disciplinary action, up to and including termination of employment or expulsion. All members of the UBC Training Centre community are expected to familiarize themselves with and comply with this policy as a condition of their involvement with the training centre.

PROCEDURE

| Action | Responsibility |
|---|-----------------------|
| 1. Report the violation Any individual who witnesses or experiences a violation of the respectfulness policy should promptly report the incident to the Training Coordinator. | Affected individual |
| 2. Initial assessment Upon receiving the report the training coordinator will conduct an initial assessment to gather information about the alleged violation, this may involve interviewing the individuals involved and any witnesses if applicable. | Training Coordinator |
| 3. Investigation If the initial assessment suggests that a violation may have occurred a formal investigation will be initiated. The investigation will be initiated and will be conducted impartially, and fairly respecting the privacy and confidentiality of all parties involved. | Training coordinator |

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| 4. Determination of findings Based on the evidence collected during the investigation, a determination will be made regarding whether a violation of the respectfulness policy. | Training Coordinator |
| 5. Decision & Action If it is determined that a violation occurred, appropriate disciplinary action will be taken according to the severity of the offence and in accordance with the disciplinary action policy. | Training Coordinator |
| 6. Appeals Individuals subject to disciplinary action may have the right to appeals process outlined in the disciplinary action policy. | Area Training Manager |

RELATED POLICIES

- Disciplinary Action Policy
- Dispute Resolution Policy
- Inclusion Policy
- Sexual Orientation and Gender Identity or Expression Policy
- Student dismissal Policy

Respectfulness Policy Violation Report Form

Information provided on this form will be handled confidentially and shared only with individuals involved in the investigation and resolution process if necessary

Date of report:

Name of Person Reporting :

Phone Number :

Email :

Name(s) of individuals involved in the incident:

- 1.
- 2.
- 3.

Description of the event:

Please include a detailed description of the incident including date, time, location, nature of the violation and any witnesses present.

Respectful Treatment Policy Violation

Actions taken (if any) :

Additional information :

I certify that the information provided above is accurate and to the best of my knowledge.

Signature

Date (MM/DD/YYYY)