

**SUBJECT: STANDARDS OF CONDUCT****1. Purpose**

As an academic community, the University of Northern British Columbia ("University") operates on the basis of certain core values including academic freedom, freedom of expression, the advancement of human rights and the elimination of discrimination, respect for the human dignity of every person, and the maintenance of a workplace which is free from cruelty, intimidation, violence, and threats of violence. The purpose of this Policy is to identify the basic standards of conduct which the University, as an academic community, expects from each of its employees, contractors, visitors, and volunteers in order to support the University's core values. In addition, this Policy identifies the mechanism by which complaints about alleged breaches of this Policy may be brought to the attention of the University for investigation and, as appropriate, resolution. This Policy will not be interpreted or applied in a manner which restricts in any way otherwise lawful actions and activities including free speech, free inquiry, and free assembly.

**2. Scope**

This Policy applies to the following persons:

- a) all employees of the University at all times when they are discharging their duties and responsibilities as University employees;
- b) all contractors with the University and their employees at all times when they are discharging their contractual obligations to the University;
- c) all visitors, whether invited or uninvited, to the University at all times when they are present at the University's facilities; and
- d) all volunteers with the University at all times when they are providing services to or on behalf of the University.

The University will take reasonable steps to bring this Policy to the attention of persons identified.

**3. Policy****3.1 Conduct towards Persons**

- 3.1.1 Persons covered by this Policy are expected to avoid disrupting, whether by words or actions, the lawful activities of the University, of members of the University's community including both employees and students, and of the University's visitors.
- 3.1.2 Persons covered by this Policy are expected to avoid creating, whether intentionally, recklessly, or negligently, circumstances which endanger the health, safety, or welfare of another person.

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- 3.2 Conduct towards other Living Creatures
- 3.2.1 Persons covered by this Policy are expected to treat animals, in the care or control of the University in conformity with all applicable legal standards and in conformity with all ethical approvals governing research using particular animals as subjects.
- 3.3 Conduct towards Property
- 3.3.1 Persons covered by this Policy are expected to treat both the University's property and that of employees and students of, and visitors to, the University with respect and to avoid conduct which will, intentionally, recklessly, or negligently result in the loss of or damage to such property.
- 3.4 Complaints
- 3.4.1 A person who wishes to complain that a person identified within this Policy has breached a standard of conduct set out in this Policy must bring his/her complaint, in a timely fashion, to the attention of the manager(s) of the employee(s) who is/are the subject of the complaint or, in the case of a person who is not an employee of the University, to the attention of the University manager with responsibility for the activity giving rise to the complaint. A complaint must be made in writing with sufficient detail that the person investigating the complaint and the person(s) who is/are the subject of the complaint can form a reasonable understanding about the event(s) which is/are and person(s) who is/are are the subject of the complaint.
- 3.4.2 On receipt of a complaint, the manager to whom the complaint has been made will investigate the complaint to determine whether or not it is well-founded.
- 3.4.3 An investigation started as the result of a complaint under this Policy against an employee of the University must be conducted in full conformity with the terms and conditions governing the employment of the employee against whom the complaint has been made.
- 3.4.4 If the manager investigating a complaint finds that the complaint is well-founded, he/she will decide what, if any, remedial measures should be taken to assist the person who made the complaint to mitigate the impact of the conduct which is the subject of the complaint and what measures, if any, should be taken to correct the conduct of the person(s) who is/are the subject of the complaint.
- 3.4.5 If the manager finds that the complaint is not well-founded, he/she will dismiss the complaint and provide both the person who made the complaint and the person who was the subject of the complaint with a brief letter confirming that the complaint has been dismissed because it was not well-founded.
- 3.4.6 There is a right of appeal to the next supervisory level for the decision arising out of 3.4.5.
- 3.4.7 Any disciplinary action on an employee of the University as the result of a complaint under this Policy is subject to any rights of appeal or grievance which the employee may have under his/her terms and conditions of employment.

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3.4.8 An investigation started as the result of a complaint under this Policy against a person who is not an employee of the University must be conducted with due regard for principles of fairness, including the rights of a person about whom a complaint has been made to know the details of and to respond fully to the complaint, and in conformity with the terms and conditions of any contract governing that person's relationship with the University.

3.5 Integration with Other Policies

This Policy should be interpreted and applied in conjunction with other relevant University policies including the Harassment and Discrimination Policy, the Animal Care and Use Policy, the Code of Student Conduct, and the Emergency Response to Inappropriate, Disruptive, or Threatening Behaviour Policy, Part 4, Workplace Conduct and Violence in the Workplace of the WCB Act.

The University will not be obligated to process a complaint under this Policy if a complaint is or has been made by the same person(s) against the same person(s) about the same or a similar subject under another University policy.

3.6 Integration with the University Act

3.5.1 Nothing in this Policy interferes with the right of the President to suspend an employee of the University under Section 60 of the University Act, R.S.B.C. 1996 c. 468 as amended or the right of an employee under the same section of the University Act to appeal such a suspension to the Board of Governors.