

Respectful and Fair Treatment of Students Policy

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at inlingua Victoria. If necessary, students should request clarification from the Director of Academics. "Student" means a person who is presently enrolled at inlingua Victoria including students participating in work experience placements.

Code of Conduct

While on inlingua Victoria premises or in a course at inlingua students must:

- comply with all applicable inlingua Victoria policies, including the Attendance Policy;
- **treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behaviour;**
- speak English while in the school facility
- attend, at a minimum, 80% of classes
- be on time for at least 80% of classes
- complete assigned homework
- respect and abide by school and homestay family rules
- not steal, misuse, destroy or deface inlingua Victoria property
- not consume, possess or distribute alcohol or controlled or restricted substances; and
- not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline. The above list is not exhaustive.

If a student breaks the Code of Conduct regarding the treatment of other students and staff, student would be subject to below Anti-Bullying/Anti-Harassment/Anti-Discrimination Policy.

Anti-Bullying / Anti-Harassment / Anti-Discrimination Policy

inlingua has adopted this Anti-Bullying, Anti-Harassment, and Anti-Discrimination Policy to ensure ethical and respectful employment practices and treatment for all students of the Institution, as well as employees.

The objective of this policy is to create a climate of understanding and mutual respect where each person feels a part of the inlingua community.

inlingua has a zero-tolerance policy for harassment or bullying. The Institution will not tolerate, ignore or condone any form of discrimination or harassment and is committed to promoting appropriate standards of conduct at all times.

Procedure to handle situations of abuse:

- If you are the subject of or see an instance of harassment please inform the Director or Administration immediately
- All complaints will be treated with sensitivity and confidentiality;
- Complaints will be resolved as quickly as possible;
- All parties involved will be treated fairly;
- Confidentiality will be maintained to preserve the dignity and self-respect of everyone involved and to protect against unsubstantiated claims;
- Confidentiality will be distinguished from anonymity; the person accused of harassment has the right to know the identity of the person making the complaint.