Policy
Procedure
College Standard
Standard Operating Procedure
Guideline
Local Practice

Policy Title	Policy Number	
Prevention of Discrimination, Bullying and Harassment	**AD-HR-1.10**	
Executive Responsible	Administrator Responsible	
Vice President Finance & Corporate Services	**Director of Human Resources**	
Approving Body	Approval Date	Date of Next Review
Executive Committee	**October 30, 2026**	**October 2027**
Associated Procedure and Resources		
Issue Resolution and Investigation Procedure		

PURPOSE

Discrimination, bullying, and harassment are not acceptable and will not be tolerated at the College of New Caledonia (CNC, the College). This policy establishes expectations for respectful conduct and provides a framework for preventing and addressing discrimination, bullying, and harassment when concerns arise.

SCOPE

This policy applies to all members of the College community, including employees, students, contractors, volunteers, and members of the Board of Governors, while engaged in College-related activities, whether on or off campus, in person, or through electronic or online means. Reports, investigations, and resolutions of matters under this policy will be managed in accordance with the appropriate procedure:

1. *Issue Resolution and Investigation Procedure* when an employee is party to the complaint (as either the complainant or respondent).
2. *Student Non-Academic Conduct Procedure* when the complainant(s) and respondent(s) are students.

Where a complaint involves a bargaining unit employee as either the complainant or the respondent, and if the terms of their collective agreement apply to the circumstances, the collective agreement provisions will prevail as appropriate, unless otherwise agreed by the College and applicable union.

POLICY STATEMENTS

1. Discrimination, bullying, and harassment are prohibited under this policy and will not be tolerated.

2. Employees must treat members of the College community with dignity and respect and must comply with this policy.

3. All members of the College community share responsibility for contributing to an environment free from discrimination, bullying, and harassment.

4. Members of the College community are expected to be familiar with this policy and related procedures and use them if they experience or witness discrimination, bullying, or harassment. The College will provide appropriate awareness and training to support the recognition, prevention, and reporting of such conduct.

5. The College recognizes that discrimination, bullying, and harassment may be overt or subtle, intentional or unintentional, and may occur through a single serious incident, a pattern of behaviour, or in the form of microaggressions. Conduct will be assessed in context, including its impact on the affected person or group and whether a reasonable person would consider the conduct unwelcome, exclusionary, intimidating, hostile, or harmful.

6. Retaliation against anyone who, in good faith, reports an incident or cooperates with a process under this policy is strictly prohibited.

7. Complaints determined to be frivolous, vexatious, or made in bad faith will be dismissed following a summary review. A complaint will not be considered frivolous, vexatious, or made in bad faith solely because it is not substantiated.

    7.1 Where a complaint is determined to be frivolous, vexatious, or made in bad faith, the College may address the complainant's conduct in accordance with applicable College policies, procedures, collective agreements, employment contracts, and legislation.

8. This policy is not intended to restrict free and open discussion or the lawful exercise of academic freedom or freedom of expression. In exercising that freedom, the members of the College community are expected to act responsibly and respect the rights and dignity of others.

9. Reasonable, non-discriminatory actions taken in good faith in the exercise of legitimate management, supervisory, or instructional responsibilities, including managing performance, addressing misconduct, classroom management, assigning coursework, and evaluating academic work, do not constitute a breach of this policy.

10. This Policy, its associated procedures, and other measures taken to prevent discrimination, bullying and harassment will be reviewed at least annually and updated as required.

Definitions and Acronyms	
Bullying and Harassment	Any inappropriate conduct or comment by a person toward another person that the individual knew or reasonably ought to have known would cause that person to feel humiliated, intimidated, or offended. Bullying and harassment include discrimination-based harassment, which may occur on any of the prohibited grounds under the *BC Human Rights Code*. A single serious incident or a pattern of behaviour may constitute bullying and harassment where a reasonable person would consider the conduct to create an intimidating, hostile, or offensive environment. Examples of bullying and harassment include but are not limited to: a) verbal aggression or yelling; b) spreading malicious rumours; c) hazing; d) making derogatory comments to or about another person; e) swearing directed at an individual; f) inappropriately interfering with another person's work; g) making derogatory gestures; h) embarrassing practical jokes; i) ridicule or gossip; j) exclusion; k) reckless disregard for, or denial of, another person's rights; l) improper use of power or authority; or m) physical assault. Bullying and harassment do not include: a) reasonable action taken by an instructor or supervisor to manage performance, provide feedback, or assign work; b) appropriate correction of misconduct; or c) respectful expression of differing opinions or beliefs.
Discrimination	Adverse treatment of a person or group where a characteristic protected under the *British Columbia Human Rights Code* is a factor. Discrimination can be intentional or unintentional and can include actions, decisions, rules, or practices that have a negative effect on a person or group.
Microaggression	A comment, action, communication, image, or other form of expression that communicates a negative, dismissive, hostile, or stereotypical message toward a person or group based on a characteristic protected under the *British Columbia Human Rights Code*. Microaggressions may be intentional or unintentional and may contribute to discrimination, bullying, or harassment when considered in context, including their frequency, impact, and cumulative effect.

Sexual Harassment	Means unwelcome conduct of a sexual nature that is known or ought reasonably to be known to be unwelcome, and that detrimentally affects the learning or working environment. It may include verbal, written, physical, or visual behaviour, including through electronic or online means, and may relate to sex, sexual orientation, gender identity, or gender expression. A single serious incident or a pattern of behaviour may constitute sexual harassment where a reasonable person would consider the conduct to create an intimidating, hostile, or offensive environment.
Supporting Information	
Related Policies, Forms, Documents, Websites	Employee Code of Conduct AD-HR-1.31 Accommodations for Students with Disabilities Policy E-1.09 Administrative Personnel Policy AD-HR-1.02 CNC and CUPE Collective Agreement CNC and Faculty Association Collective Agreement CNC and Faculty Association Common Agreement Equity, Diversity, Inclusion and Belonging Policy (In development) Student Complaint Resolution Policy E-1.27 Student (Non-Academic) Conduct Policy E-1.45 Student Sexual Misconduct Policy E-1.41
Acts and Regulations	BC College and Institute Act BC Freedom of Information and Protection of Privacy Act BC Human Rights Code BC Workers Compensation Act Canadian Multiculturalism Act Criminal Code of Canada