



Respectful Learning and Working Environment Statement

Our Values

Capilano University's Vision, Mission, Values and Strategic Directions are the foundation of our commitments and identity.

Among our values are: diversity, and the individuality of learners, open engagement with ideas and respectful engagement with each other, personal accountability for the integrity and success of the University, and transparency and an ethic of fairness. Our Strategic Directions commit us all to model equity and inclusivity, and be an employer of choice and to provide a safe environment for all members and guests of the Capilano University Community.

At Capilano we also understand that the ongoing practice of recognition and appreciation advances and nourishes a respectful environment.

It is up to each one of us to create and maintain a respectful environment. Everyone at Capilano University, students, faculty, staff and administrators, are expected to uphold this commitment and these values in all communications and interactions with each other and the public in all University-related settings.

Overview

Our values are aspirations. At times we will not live up to them. Disagreement, misunderstanding, and conflict are a natural part of human interaction. Ideally, we will resolve them by direct and respectful communication at the earliest opportunity. Occasionally we will need greater knowledge or assistance to effectively address a difficult situation. This Statement provides detailed guidance on what activities are harmful to a respectful environment, highlights campus leaders' primary responsibility to address respectful environment, and articulates how its provisions fit with other Capilano policies and processes.

The Respectful University Environment

We value a culture of inquiry and academic integrity. The discussion of controversial topics and unpopular points of view comes with the exercise of these values.

These values must be exercised responsibly, in ways that recognize and respect the dignity of others, as excellence in teaching and employment activities flows from active concern and respect for others.

Activities Harmful to a Respectful Environment

Personal harassment, which is sometimes referred to as bullying or psychological harassment, is harmful to a respectful environment and therefore has no place at Capilano University. It not only attacks the dignity and worth of the individual or group targeted, it undermines the freedoms of the whole community.

Personal harassment is objectionable and unwanted behaviour that is verbally or physically abusive, vexatious, or hostile, that is without reasonable justification, and that creates a hostile or intimidating environment for learning or working. Personal harassment may be intentional or unintentional. While personal harassment usually consists of repeated acts, a single serious incident that has a lasting harmful effect may constitute personal harassment.

Personal harassment behavior includes persistent demeaning or intimidating comments, gestures or conduct; threats to a person's employment or educational status, person or property; persistent comments or conduct, including ostracism or exclusion of a person, that undermine an individual's self-esteem so as to compromise their ability to achieve work or study goals; unwarranted and excessive supervision or criticism of an individual; abuse of power, authority or position; sabotage of a person's work; hazing; spreading of malicious rumours or lies; or making malicious or vexatious complaints about a person.

Personal harassment does not include the exercise of appropriate managerial or supervisory direction, including performance management and the imposition of discipline; constructive criticism; reasonable changes to assignments or duties; correction of inappropriate student behaviour; instruction techniques such as irony, conjecture, and refutation, or assigning readings or other instructional materials that advocate controversial positions; and single incidents of thoughtless, petty or foolish words or acts that cause fleeting harm.

A determination that personal harassment has occurred is based not only on what the alleged perpetrator and target of the harassment actually experienced, knew, or understood about each other and the situation, but also on what a reasonable person in each of their circumstances would have experienced, known or understood, taking into account the full context of the situation.

Addressing Respectful Environment Concerns

Primary responsibility for addressing respectful environment concerns, including concerns about personal harassment, lies with the members of the Capilano University community in supervisory or leadership roles. They are well-placed to lead by example, communicate the principles, and take appropriate action to preserve or restore a respectful environment.

Specifically, faculty or staff who have concerns about personal harassment should contact their direct supervisor or administrator. Where the matter is not resolved

or if there is concern about conflict of interest, staff or faculty should contact the Conflict Resolution Advisor, Human Resources, or their union. All employees also have access to the Employee and Family Assistance Program for counselling and personal support.

Students who have concerns about personal harassment should contact their instructor/professor, department coordinator, or dean if their concern relates to a course or academic matter. If their concern relates to a University service, students should contact the head of that particular service or the Vice-President, Student and Institutional Services. Where the matter is not resolved or if there is concern about conflict of interest, students should contact the Conflict Resolution Advisor. All students also have access to the services of the Capilano University Counselling Department for counselling and personal support.

All campus leaders, when made aware of a personal harassment concern, are expected to act promptly to determine whether personal harassment has occurred or is ongoing, and if so, to address the conduct and its damaging effects. Support and advice are available from Human Resources and the Conflict Resolution Advisor.

It is the responsibility of each Vice-President and Dean, in cooperation with Human Resources, to ensure that those in supervisory and leadership roles have access to the training necessary to understand rights and responsibilities in a respectful learning and working environment, including their own responsibility to investigate, respond to, and manage complaints of personal harassment and to educate those they supervise or lead regarding those rights and responsibilities.

Related Policies and Provisions

Where policies or mechanisms for addressing unacceptable conduct already exist, the Statement is intended to supplement, not to displace them.

In particular, harassment based on the grounds set out in the BC Human Rights Code, including sex, sexual orientation, race, religion, physical or mental disability, are addressed by our Harassment Policy. Concerns that may constitute complaints under that policy should be addressed to the Conflict Resolution Advisor.

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