

## Respectful and Fair Treatment of Students Policy

The Vancouver College of Dental Hygiene Inc. is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on the Vancouver College of Dental Hygiene Inc. premises or in the course of activities or events hosted by Vancouver College of Dental Hygiene Inc. the following activities are prohibited:

- **Emotional and Psychological intimidation or harassment**
- **Bullying**
- **Discrimination**
- **Stalking**
- **Physical violence**

Every student has the right to study in an environment which is free of harassment and discrimination, as learning can best be accomplished in an atmosphere of understanding and mutual respect for dignity and rights of each individual.

This policy refers to any interactions with classmates, faculty, or clients that takes place on campus or off campus.

A student shall not emotionally or psychologically intimidate or harass, bully, discriminate, stalk or physically assault a student, group of students, faculty or guests to the school, on the basis of race, ancestry, place of origin, colour, ethnic origin, language spoken, citizenship, creed, sex, age, marital status, criminal charges or criminal record, mental or physical disability, sexual orientation, political affiliation or union membership.

All students are responsible for maintaining and promoting an environment that is free of discrimination and harassment.

Violators will be subject to penalties which may include release/dismissal from the program and the police will be contacted.

Any student that has an issue with discrimination and/or harassment must notify the Senior Educational Director or Program Director where it will be brought to the Dental Hygiene Program Committee.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

**Procedures to Report prohibited activities:**

A student making a report will submit a completed written report to the Program Director, using the following contact information:

Ms. Chantelle Darred RDH(C), BDSc, Dip. HSA, Ad. Ed. Cert  
Dental Hygiene Program Director  
1205-6th Ave  
New Westminster, BC  
V3M 2C1  
604-215-7611  
chantelled@vancouver-college-dental.org

Should the Program Director be absent, the written report will be submitted to the Senior Educational Director using the following contact information:

Ms. Carole-Anne Masic Dip. DH RDH(C), PID, BHSc  
Chair of the Dental Hygiene Program Committee  
Senior Educational Director  
1205-6th Ave  
New Westminster, BC  
V3M 2C1  
604-215-7611  
caroleannem@vancouver-college-dental.org

The process for responding to a **Report (written statement and request for action)** involving a student is as follows:

The Program Director and or Senior Educational Director will acknowledge receipt of the complaint within fourteen (14) business days.

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## **The process for addressing and remedying the activity is as follows:**

### ***Early Resolution***

- Whenever possible, a first step is to approach the person(s) whose conduct is at issue and inform them that the conduct or behavior is inappropriate, unacceptable and unwelcome.
- Should discussion with the person(s) not resolve the issue, or if, for some reason, such discussion is not appropriate, speak with the Program Director and/or the Senior Educational Director, if applicable.
- If a Complainant requires assistance raising a concern before proceeding to a complaint, or in the event direct contact did not resolve it, the complainant is to contact the Program Director and/or Senior Educational Director to put in a formal complaint.
- The Program Director or Senior Educational Director who receives a complaint of harassment resolvable through resolution must take action to assist the Complainant in achieving a resolution within fourteen (14) business days of receiving the complaint.
- The Program Director or Senior Educational Director shall record the details of information provided during the resolution.
- The primary objective of the resolution process is to promptly restore and/or maintain a safe and harassment free environment.

### **Resolution & Follow Up**

- Once the process has been completed and corrective actions, if any, are implemented within sixty (60) working days, the complainant shall be notified of actions taken.
  - The Program Director and/or Senior Educational Director will contact the parties periodically, and as required, to ensure that the environment is safe and harassment free.
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