

**TAV COLLEGE  
COLLÈGE TAV**

**Regulation No. 03**

**CODE OF CONDUCT FOR STUDENTS AND STAFF**

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## Contents

Regulation No. 03 - CODE OF CONDUCT FOR STUDENTS AND STAFF AT TAV COLLEGE .....	4
FOREWORD .....	4
ARTICLE 1 - Guiding Principle.....	4
ARTICLE 2 – SCOPE AND APPLICATION .....	4
2.1 - Sexual and Psychological Harassment and Violence .....	4
2.2 – Other Criminal Acts.....	4
2.3 – General Misconduct.....	4
ARTICLE 3 - GENERAL PROVISIONS .....	5
3.1 - College Regulations.....	5
ARTICLE 4 – ADMINISTRATIVE MATTERS.....	5
4.1 - Office hours .....	5
4.2 - Access to the College and Identification .....	5
4.3 - Student I.D. Card .....	5
4.4 – Change of address .....	5
4.5 – Attestation of studies.....	5
4.6 Metro-BUS Pass.....	5
ARTICLE 5 - EMERGENCY FIRST AID AND SECURITY .....	5
Urgent Messages .....	6
ARTICLE 6 - ACTIVITIES ON CAMPUS .....	6
6.1 - Sales, commercial activities, solicitation.....	6
6.2 Billboard and Advertising.....	6
6.3 - Graffiti .....	6
6.4 – Fund-Raising.....	6
6.5 - Initiation activities .....	6
6.6 - Social, cultural and sports activities .....	6
ARTICLE 7 - FOOD, TOBACCO, ALCOHOL AND DRUGS .....	6
7.1 - Food and beverages .....	6
7.2 - Vending machines .....	6
7.3 – Tobacco Use.....	6
7.4 - Alcohol .....	7
7.5 - Use and sale of illegal drugs.....	7
ARTICLE 8 – CELL PHONE FORBIDDANCE.....	7

ARTICLE 9 - PROPERTY .....	7
9.1 Loss, breakage and theft of college property .....	7
9.2 Personal property .....	7
ARTICLE 10 - COPYRIGHT, PHOTCOPYING AND FORGERY .....	7
10.1 - Copyright .....	7
10.2 – Photocopy machines .....	7
10.3 – Forgery and Plagiarism .....	7
ARTICLE 11 - COMPUTER LABS AND MATERIAL .....	8
11.1 – Computer Labs .....	8
11.2 - Use of computer systems .....	8
ARTICLE 12 - APPROPRIATE BEHAVIOR .....	8
ARTICLE 13 – ACTS OF MISCONDUCT .....	8
ARTICLE 14 - SANCTIONS .....	8
14.1 - Expulsion from premises .....	9
14.2 - Suspension of less than five (5) days.....	9
14.3 - Suspension of more than five (5) days, dismissal, discharge and other sanctions .....	9
ARTICLE 15 – RECOURSE.....	9
ARTICLE 16 - Application of Regulation number 3 .....	9
ARTICLE 17 - Final Provisions. ....	9

## Regulation No. 03 - CODE OF CONDUCT FOR STUDENTS AND STAFF AT TAV COLLEGE

### FOREWORD

The TAV College Code of Conduct for students and staff applies to all persons studying or working at TAV College. It is intended to cover misconduct not otherwise dealt with in college regulations and policies.

This Code of Conduct applies on all college premises and at any site or occasion where college business, programs or activities are held whether it be on campus or off campus.

The Code is not meant to substitute or take precedence over any other college policy, regulation, or procedure, nor is it a substitute for legal action that can be taken by any party that is involved or submitted to criminal acts or misconduct.

This regulation focuses on the rights and freedoms of everyone and is meant to define and clarify the obligations and responsibilities of all persons studying or working at TAV College. Finally, it specifies what actions can be taken in view of persons who behave inappropriately and what recourse they have.

### ARTICLE 1 - Guiding Principle

Anyone attending or working at the college must comply with the laws that govern our society and abide by the policies and regulations governing the college. Students and staff must have a behavior that is respectful of college property, individual property and the environment. Individual behaviour must not go against the values and principles that are promoted in our society.

### ARTICLE 2 – SCOPE AND APPLICATION

This regulation is intended to cover all cases of misconduct, including sexual and psychological harassment, violence, other criminal acts, and general misconduct. The following definitions are fundamental for everyone to understand the basis and scope of the application of this college Regulation.

#### **2.1 - Sexual and Psychological Harassment and Violence**

A person commits an act of sexual harassment, psychological harassment or violence, when he/she:

- makes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Subjects others or exposes others to behavior that may result in psychological trauma that can include anxiety and depression.
- adopts attitudes and /or violent behaviours that violate the laws of Canada and Quebec.

#### **2.2 – Other Criminal Acts**

A person commits a crime by performing any action that may be punishable under the criminal code, including:

- Using, possessing or selling illegal substances or drugs;
- Endangering the health and safety of others;
- Performing acts of violence or vandalism;
- Using threats, intimidation, physical force or attempted corruption in the pursuit of his / her purposes;
- Attacking the reputation of others with defamatory language or hate literature;

#### **2.3 – General Misconduct**

A person commits misconduct when he/she:

- Refuses to comply with policies and regulations in force at the college;
- Encourages or incites a person to contravene the policies and regulations in effect at the college;
- Obstructs or disrupts the conduct of a course, an internship, a learning activity or other activity taking place at the college;
- Participates in unauthorized activities;
- Contravenes any law in force in the province of Quebec.

## ARTICLE 3 - GENERAL PROVISIONS

The college will have zero tolerance for anyone who is violent or who adopts behaviours that may compromise the physical integrity of anyone who attends TAV College. The college will sanction sexual and psychological harassment, other criminal acts and any form of misconduct. This Regulation will be applied in accordance with individual rights already recognized by the laws in force, particularly through the Quebec and Canadian Charters of Rights and Freedoms.

### **3.1 - College Regulations**

All persons who attend TAV College must comply with the regulations governing our college community. They must behave in a manner that respects private and public property and the environment and that is not contrary to the values and principles of the college.

## ARTICLE 4 – ADMINISTRATIVE MATTERS

### **4.1 - Office hours**

The office is open from 8:30 a.m. to 4:30 p.m., Monday to Friday. Management may, at any time, change the college opening and closing hours or order the closure of the college during vacation, holidays or any other specific occasion.

### **4.2 - Access to the College and Identification**

Persons not registered or specifically welcomed by the College may be expelled from the premises at any time by College authorities. Access procedures to rooms are established by the college. It is strictly prohibited for any person to be accompanied by an animal, except for Seeing Eye dogs. Any person accompanied by an animal shall be refused access to the college.

College authorities may, at any time, demand the identification of persons present on the site and the justification for their presence at the college. The I.D. card with photo is mandatory for all employees and students who must show it as proof of their identity and to benefit from the different services offered by the college. Any person who is unable to identify himself and who does not have a valid reason for being at the college may be expelled from the site.

### **4.3 - Student I.D. Card**

I.D. cards are issued for the purpose of confirming the identity of a person, student or staff member and to entitle the cardholder to discounts on a variety of off-campus services. The mandatory I.D. card normally contains the following information: name, registration number, program and photograph. It is issued once free of charge. The replacement of the card is provided for at a cost of 5.00\$.

The I.D. card is mandatory for all students and may be required at any time at the Library, in applying for student loans and bursaries, at exam rooms and as proof of identification.

### **4.4 – Change of address**

Any change of address, name or telephone number should be immediately reported to the main office.

### **4.5 – Attestation of studies**

Any student wishing to obtain an attestation of studies or an attestation of college attendance letter must apply at the main office.

### **4.6 Metro-BUS Pass**

All students under 25 years of age and registered as full-time students can benefit from a reduced rate for their access to public transport. The STM forms you need to fill are available at the main office (room 205) or on the STM website: [www.stm.info](http://www.stm.info).

## ARTICLE 5 - EMERGENCY FIRST AID AND SECURITY

In the event of an accident or emergency on campus, the office of the Registrar must be notified. If medical care is required, the college will take appropriate measures. To report an accident, serious illness or an emergency, phone the main office at 514-731-2296 ext. 221.

**The college has CSST Certified First Aid Respondents in case of a medical emergency.**

***Urgent Messages***

The school will transmit a message to a student in a class or laboratory in cases of emergency only (serious illness, family bereavement).

## **ARTICLE 6 - ACTIVITIES ON CAMPUS**

The production of projects or activities on campus requires prior authorisation from the College. This may be done by applying at the MAIN OFFICE (Room 205) on the appropriate form.

**6.1 - Sales, commercial activities, solicitation**

All promotional, solicitation, sales or commercial activities at the college are prohibited unless they have been authorised by management.

**6.2 Billboard and Advertising**

In the interests of college life and effective advertising that is both suitable to the organisers and the college, Student Services will take charge of the college's billboard advertising. **IT IS FORMALLY PROHIBITED TO POST THINGS ON YOUR OWN.** To have a poster displayed, you must apply at the Main Office (Room 205) with your publicity or your poster for approval. It is also prohibited to hand out brochures, fliers or leaflets, or to leave such material on tables without an authorisation by the college.

**6.3 - Graffiti**

Students are prohibited from writing, painting graffiti or drawing on college walls and college property.

**6.4 – Fund-Raising**

Sales, fund-raising and related activities are permitted on college premises if they are related to the self-financing of activities that are authorised and supervised by TAV College;

**6.5 - Initiation activities**

All forms of initiation activity are prohibited at the college. However, activities aimed at welcoming and integrating new students and personnel are strongly encouraged.

**6.6 - Social, cultural and sports activities**

All social, cultural and sports activities must be approved by college authorities. Approval of an activity is subject to compliance with the procedures established by the college.

## **ARTICLE 7 - FOOD, TOBACCO, ALCOHOL AND DRUGS**

**7.1 - Food and beverages**

In the interests of hygiene and respect for the environment, the consumption of food and beverages is prohibited in all locations where this prohibition is posted.

**7.2 - Vending machines**

It is strictly prohibited to shake the vending machines for any reason whatsoever. In case of a problem, personnel and students shall notify the college.

**7.3 – Tobacco Use**

With respect to the Law on Tobacco Control, it is prohibited to smoke in any public building. Smoking is allowed outside of buildings only and smokers **must be at least nine (9) meters away from any entrance.** The college will take action against offenders.

In compliance with the Tobacco Act (R.S.Q., 1998, c. 33), smoking is prohibited on all college premises as of December 17, 1999. A total of two (2) warnings will be issued and deposited in the file of each offender. Repeated offenders will be expelled.

#### **7.4 - Alcohol**

It is prohibited to consume, serve or sell alcohol without authorisation from management or the person duly authorised for that purpose. Authorisation is mandatory for obtaining a permit from the “*Société des alcools du Québec*.”

It is prohibited from to appear at the college in an inebriated state and to consume alcohol in college rooms under penalty of immediate expulsion.

#### **7.5 - Use and sale of illegal drugs**

Notwithstanding sanctions provided for under the Criminal Code, any possession or consumption, distribution and sale of illegal drugs is prohibited (narcotics, hallucinogenic drugs, various mood-altering drugs, etc.). Furthermore, any act promoting the making of, the consumption or sale of illegal drugs is prohibited and all offenders shall be liable to sanctions. It is prohibited to appear at the college under the influence of illegal drugs, under penalty of immediate expulsion.

## **ARTICLE 8 – CELL PHONE FORBIDDANCE**

In order to ensure that classroom activities go as planned, the use of cell phones and other electronic devices is strictly forbidden in classrooms, workshops and labs. Offenders can be expelled without further notice.

In the teaching areas used by the college, the college must ensure that teaching operations are carried out under suitable conditions. The college must permit every person to receive the teaching they are entitled to under conditions contributing to respect and collaboration. The college must in addition permit teachers and other staff involved in teaching activities to have their professional and individual rights respected.

All devices and electronic objects, including cell phones and pagers, are strictly forbidden unless otherwise allowed for in the teacher’s course plan.

## **ARTICLE 9 - PROPERTY**

#### **9.1 Loss, breakage and theft of college property**

All persons are responsible for the college property they use or have been entrusted with and shall refund the college for any loss, breakage or theft of property caused by their negligence and shall notify the authorities immediately in case of any problems. All persons shall return the material borrowed or leased from the college within the prescribed deadlines. Anyone responsible, by neglect, for breaking, loss or theft of College property will be sanctioned.

#### **9.2 Personal property**

The college is not responsible for the loss, theft or damage to the personal property of individuals.

## **ARTICLE 10 - COPYRIGHT, PHOTOCOPYING AND FORGERY**

#### **10.1 - Copyright**

Any person at the college who wishes to use a work protected under copyright law must do so in accordance with the agreements signed between the college and the appropriate authorities as well as the Copyright Law of Canada.

#### **10.2 – Photocopy machines**

Students have access to a photocopy service at the TAV Copy Center located at 6445 Decarie boulevard. Please remember that some copy jobs will require some time before you can pick up your copies.

#### **10.3 – Forgery and Plagiarism**

Any person found guilty of forgery and/or plagiarism shall be liable to sanctions, including expulsion from the college.

## **ARTICLE 11 - COMPUTER LABS AND MATERIAL**

### **11.1 – Computer Labs**

The computer rooms are equipped with PCs made available to registered students only. Students can use the computer rooms when they are free.

### **11.2 - Use of computer systems**

All users of college computer systems and services shall comply with all the regulations, policies and guidelines governing the use of these services and equipment. Any person tampering with the college network, devices, servers or any critical component including college software for their personal use and/or damaging college property and/or network configurations will be immediately expelled.

## **ARTICLE 12 - APPROPRIATE BEHAVIOR**

It is the college's responsibility to ensure the proper conduct of teaching activities. It must allow each student to receive the education they are entitled to, in a climate that is conducive to learning based on respect and co-operation. It must also allow teaching personnel, or personnel related to the teaching activities, the liberty to have their professional and individual rights respected.

Every person shall behave in such a way that is conducive to learning and respectful of the regulations laid down by teachers and management.

## **ARTICLE 13 – ACTS OF MISCONDUCT**

Notwithstanding any other college recourse, any person is liable to sanctions, expulsion or removal from office if he performs the following acts of misconduct:

- acts in a way that endangers the health and safety of others;
- is guilty of vandalism, theft, hacking, using computer resources for personal purposes, piracy or violation of copyright;
- attacks the reputation of another by libellous statements
- propagates hate literature;
- commits immoral acts including acts of gross indecency;
- uses threats, intimidation, physical constraint or attempts to bribe others;
- interferes with or disturbs a course, training activity or any other college activity;
- commits a criminal act;
- commits sexual or psychological harassment;
- fails to pay fees required by the college;
- defaces college property with graffiti;
- uses or sells illegal drugs;
- consumes alcohol outside of activities authorised by the college.

In no way, may this regulation be interpreted as replacing or modifying the individual rights already recognised by the laws in force in the province of Quebec.

## **ARTICLE 14 - SANCTIONS**

Persons may be sanctioned in the form of a written warning recorded in their file, suspension for a specified period or expulsion. Immediate expulsion from the premises is deemed a temporary measure for the purposes of restoring order. The choice of the sanction shall be determined in accordance with the seriousness of the offence and the number of offences the same person has committed.

#### **14.1 - Expulsion from premises**

Any manager or person who is in charge of the conduct of any activity, or any person who acts as a security guard or supervisor may immediately expel from the premises and for the duration of the activity in question, any person who acts inappropriately with staff, teachers, students or college property.

#### **14.2 - Suspension of less than five (5) days**

When they deem that the seriousness of the act warrants a suspension, the college may suspend a person for a maximum period of five (5) class days.

#### **14.3 - Suspension of more than five (5) days, dismissal, discharge and other sanctions**

When the seriousness of an act requires it, the Dean of Studies may exercise the following powers: a) temporary or permanent prohibition of access to the college of any person who does not have a valid reason for being there;

- b) suspension of a student's right of access to college services for a period of more than five (5) class days;
- c) suspension from duties for a member of the personnel for a period of more than five (5) working days;
- d) permanent expulsion of a student from the college.
- e) removal from office of a staff member of the personnel;
- f) application of any other sanction as deemed appropriate under regulations and institutional policies in force at the college.

## **ARTICLE 15 - RECOURSE**

In the context of the application of this regulation, any person who has been sanctioned by the college has the right to be informed of the existing mechanisms of recourse. When a sanction is taken against a student, the recourse mechanism is as follows: the person concerned may, provided he does so within ten (10) working days following the sanction, appeal the decision to a committee comprised of the Dean of Studies, the Registrar, the Student Advisor and the Academic Advisor. The committee shall deliver its decision within ten (10) working days following the recourse. This decision is final and without appeal. When a student exercises his right of appeal, the sanction imposed is automatically waived pending the decision. Furthermore, the student who exercises his right of appeal may, if he so wishes, be assisted in the appeal procedure by a representative from the Student Association or by a person of his choice. When the sanction is taken against an employee, recourse will be handled through human resources and ultimately by the Board of Governors, should the situation require its involvement.

## **ARTICLE 16 - Application of Regulation number 3**

The Dean of Studies is responsible for the application of Regulation number 3 and the Board of Governors authorizes him to take any action deemed necessary in order to have it respected by students and staff. The Dean of Studies can be assisted by or he can mandate any person to help him apply this Regulation at TAV College.

## **ARTICLE 17 - Final Provisions.**

The foreword of this regulation is an integral part of it.  
The Dean of Studies is responsible for the application of this regulation.  
This Regulation was adopted by the Board of Governors on August 09, 2011.  
This Regulation will be revised and updated as needed by the college.