



VOTRE LIEN AVEC CE QUI COMPTE — CONNECTS YOU TO WHAT MATTERS

STATEMENT OF SHARED RIGHTS AND RESPONSIBILITIES

Telfer School of Management

Introduction

The Telfer School of Management's Statement of Shared Rights and Responsibilities is based on strong shared values within our academic community. In this community, we aspire to draw on, the principles of *pride, respect, integrity* and *sustainability*, among others, to guide our actions and interactions.

Students become valued members of the Telfer community upon the time of their admission into the Telfer School. As valued members of our community, students have a vested interest in contributing to, participating in, and remaining a part of the Telfer community. The Telfer School community prides itself on providing a well-rounded and outstanding education that is enriched through experiential learning and a positive student experience. Because of this, it is imperative that students take seriously the roles and responsibilities that come with membership in this community.

The Telfer School also has a role in ensuring that all of our members operate within an environment that is respectful to the rights, responsibilities, dignity, and well-being of all members of the community. The Telfer School must work with the greater community when students conduct themselves in ways that may endanger the health, safety, rights or property of our members and jeopardize the proper functioning of academic and non-academic programs and activities. In this regard, Protection Services also plays an important role within our community, when required. They enhance security, ensure respect for the rights of the university, and protect the assets of both the university and community.

We believe that by working together in our community, we will all have a positive experience at the Telfer School of Management. The **purposes** of the Telfer School of Management Statement of Shared Rights and Responsibilities are:

- To maintain the general welfare of the Telfer community
- To identify guidelines for appropriate behaviour while at the Telfer School
- To outline behaviour that is considered non-academic misconduct
- To provide procedures on how to address non-academic misconduct

Through its purposes, the Statement of Shared Rights and Responsibilities seeks to reach the following **goals**:

- To expand the students' intellectual growth – Students will gain a better understanding of the consequences and potential consequences of their actions and will conscientiously act in a collegial fashion.
- To appreciate the values of the Telfer School of Management – Students will understand the effect of their behaviour on others. Pride, respect, integrity and sustainability are key values of the Telfer School that relate to the Statement of Shared Rights and Responsibilities.
- To develop a sense of personal and social responsibility – Students will contribute positively to the Telfer School's community and beyond. Students will understand, abide by, and participate in the development and maintenance of the Telfer community while at the university or while acting as a representative of the Telfer School.

Appropriate Behaviour at the Telfer School

- 1) Students have the right to participate in the academic, intellectual, cultural, and social life of the Telfer School. Students have the responsibility to respect the rights of others by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities, or that prevent others from freely expressing their views.
- 2) Students have the right to safety and security in an environment that is free of harassment, intimidation, discrimination or violence. Students have the responsibility to treat others with respect and refrain from acts of harassment, intimidation, discrimination, and violence.
- 3) Students have the right to safety and security of their personal property. Students also have the responsibility to refrain from acts of theft and wilful destruction or vandalism of other's property.
- 4) Students have the right to the free and peaceful use of School property, grounds, and facilities for all legitimate purposes, and the responsibility to respect and maintain the integrity of such property, so that it may be equally available to others.

Behaviour Considered to be Non-Academic Misconduct

Failing to comply with the standards of conduct required by members of the Telfer School of Management will be taken seriously. Actions by a student or student group that endanger the safety and/or security of another individual or of the Telfer community, or actions that contravene any municipal, provincial or federal law, will be taken seriously. The following examples of non-academic misconduct include, but are not limited to:

- **Engaging in any kind of communication towards another individual that may be considered to be intimidating, degrading, threatening or disruptive** – this includes inappropriate communication either orally or in writing. Communication that threatens any member of the Telfer community or causes them to feel harm is open to sanction.
- **Disruptive behaviour inside or outside of the classroom** – unwelcomed behaviour while acting as a member of the Telfer community that is sufficiently severe to the point that it alters the conditions of education and creates an environment that a reasonable person would find intimidating or offensive.

- **Unauthorized entry or presence** in a University of Ottawa building or deliberate misuse of University keys – students are allowed only in the designated areas available to students. Trespassing onto property including meeting rooms or classrooms, buildings or offices is not permitted.
- **Failure to comply** with the direction of Telfer School or University officials who are performing their duties – students are required to comply with instructions or directions given to them by appropriate Telfer School or University officials.
- **Hazing** – any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purposes of initiation, participation, or affiliation with the Telfer School or the University.
- **Electronic devices** – use of electronic or other devices to make an audio or video recording of another person without that person’s knowledge and/or consent is not permitted.
- **Vandalism of any of the Telfer School or University facilities** – this includes possessing property known to be stolen, or taking or borrowing property without consent.
- **Lack of respect for human rights** – this includes discrimination on any protected grounds and actions that are considered to be harassment. The terms “**harassment**” and “**discrimination**” have the same meaning as set out in University of Ottawa Policy 67a on the Prevention of Harassment and Discrimination and Policy 67b on the Prevention of Sexual Violence, as may be amended from time to time.
- **Consumption of alcohol** – students must not consume liquor in an irresponsible manner and must not endanger the health, safety, or welfare of any individual(s) through their act of alcohol consumption.

This Statement of Shared Rights and Responsibilities is not meant to derogate from responsibilities, requirements or procedures under the University’s academic regulations and other applicable University policies or procedures, including but not limited to: Policy 67a on the Prevention of Harassment and Discrimination and Policy 67b on the Prevention of Sexual Violence, as may be amended from time to time.

Addressing misconduct

Should the Telfer School of Management deem that behaviour or actions undertaken by a student be considered non-academic misconduct, then appropriate actions will be taken to address the misconduct. It should be noted that proceedings initiated under this policy are separate from any civil or criminal proceedings that may arise from the same incident. Proceedings are not postponed while any civil or criminal proceedings are pending unless stipulated by the Dean or his/her representative. Dismissal of criminal charges does not prevent the Telfer School of Management from investigating an incident and reaching its own conclusion(s).

The following procedural steps are required for handling charges of misconduct:

- 1) A letter or report concerning an allegation of misconduct must be filed with the Vice-Dean Programs of the Telfer School of Management. This letter or report can be sent from any stakeholder of the University, including, but not limited to, students, administrative or support staff, professors, or Protection Services.
- 2) The Vice-Dean reviews the allegation together with any supporting documentation and determines whether there are reasonable and probable grounds to believe the allegation is founded.

- 3) If the Vice-Dean finds that the alleged conduct does not qualify as misconduct under this Statement of Shared Rights and Responsibilities, it shall not proceed any further.
- 4) If the Vice-Dean concludes there is sufficient evidence of alleged misconduct, the matter will be referred to the Committee of Inquiry. The student (s) will be informed in writing. The student (s) will be provided with a copy of relevant, contextual information of his/her/their alleged misconduct and will have an opportunity to respond within ten (10) business days of initial communication. The student (s) will also have an opportunity to present his/her/ their case to the Committee of Inquiry.
- 5) The Committee of Inquiry will be comprised of three (3) members of the Telfer School of Management appointed by the Dean and will have the role of reviewing the allegation, listening to the student(s) involved and soliciting any information that is considered to be relevant. From there, the Committee can take the following actions:
 - a. Conclude that the allegation is not sufficiently founded and that no further action will be taken.
 - b. Conclude that the allegation is founded and prepare a summary for the Vice-Dean, which shall include a recommendation for an appropriate sanction. This will be sent to the Vice-Dean within ten (10) business days of the Committee's meeting.
- 6) The Vice-Dean then has final approval over the decision and sanction recommended by the Committee of Inquiry. The Vice-Dean will inform the student in writing of the final decision and sanction within ten (10) business days.

Sanctions for Misconduct

Sanctions for misconduct will depend on the actions and behaviours that are deemed to be in violation of expectations set out by the Telfer School of Management Statement of Shared Rights and Responsibilities. These sanctions are not an exhaustive list, but could include:

- 1) **Written warning:** This sanction is a notice given to an offending student or student group indicating date, time, and nature of the offence. Such behaviour will be noted in the student's file and repeat offences may result in more serious sanctions.
- 2) **Educational sanction:** This sanction involves the completion of specific activities as deemed appropriate. These may include, but are not limited to, service to the Telfer School or greater community, participation in educational seminars, and written and oral apologies.
- 3) **Restitution:** This sanction requires restitution to be made to injured parties, including students, the Telfer School or the University for any loss or damage to personal or University property.
- 4) **Behavioural Contract/Probation:** This sanction sets out specific behavioural expectations, terms and conditions that are developed for the student. The student must sign the document agreeing to the expectations being placed on him/her and is aware that any breach of this contract constitutes an offence and may result in more serious sanctions such as (5) or (6) below.
- 5) **Loss of privilege:** This sanction involves the student losing specified privileges for a designated period of time. The lost privileges may include, but is not limited to, parking privileges, library restrictions, and access to athletic facilities or extracurricular activities.
- 6) **Suspension:** This sanction results in the loss of all academic privileges at the Telfer School for a specified period of time.

Review Process

A student who wishes a review of the decision made by the Vice-Dean of the Telfer School of Management must inform the Dean of the Telfer School of Management in writing and provide the reasons for the review, within ten (10) working days following the date when the decision was sent. Grounds for the review may include, but are not limited to, the following situations:

- i) The evidence did not warrant the finding of responsibility.
- ii) The procedures within the Statement of Shared Rights and Responsibilities document were not properly followed.
- iii) New evidence was found which could not have been presented earlier.
- iv) The sanction(s) was not appropriate for the behaviour which occurred.

Should a letter be submitted to the Dean, he/she will then:

- a) Invite the student to meet face-to-face and/or submit in writing any information the student considers relevant.
- b) Solicit any other documentation or information he/she considers relevant.
- c) Decide that the new information does not merit additional investigation and deem the matter and previous decision as final.
- d) Allow the review in part or in whole;
- e) Affirm or modify the decision and/or sanction. Once this review process is concluded by the Dean, it is deemed final and no further action can be taken.

Conclusion

The Telfer School of Management seeks to build a strong community based on a system of shared values. This Statement of Shared Rights and Responsibilities seeks to ensure that those who are a part of the Telfer School's community feel safe and secure, and also feel a sense of pride in their School.

This Statement of Shared Rights and Responsibilities document will be reviewed on an annual basis at the end of the academic year by the Undergraduate Programs Committee.

Last update: January 2017

Approved by School Council, January 2017

Acknowledgement:

This document is a collaboration of several stakeholders and also drew on a number of sources from the following academic institutions:

Brock University

Cornell University

McGill University

Mc Master University

Université du Québec en Outaouais

University of Colorado

University of Guelph

University of Waterloo

Queen's University

Ryerson University

Western University

Wilfred Laurier University