

## WIC Community Code of Conduct

### Purpose

This Code of Conduct, reflecting our shared values and mission, is a crucial tool in ensuring that our alumni, current parents, alumni parents and former teachers and staff ("**WIC Community Members**") play a vital role in upholding our school community's values, standards, and reputation. This policy applies to all WIC Community Members who access our campus facilities or participate in school or alums events.

### Policy Statement

West Island College values the integrity and reputation of its community. As such, it expects all WIC Community Members to always adhere to principles of respect, personal responsibility, and ethical behaviour. This Code of Conduct outlines WIC Community Member participation expectations and contributes to our school's positive reputation and impact.

### WIC Values and Expectations

1. **Respect and Integrity:** WIC Community Members are expected to demonstrate respect for others and act with integrity in all school or alums affairs/events and the broader community interactions, including online. They must avoid any forms of verbal or physical threats, bullying, harassment, discrimination, or violence and any actions that are defamatory, offensive, or obscene.
2. **Compliance with Law:** WIC Community Members must comply with all local, provincial, and federal laws. Any involvement in illegal activities directly contravenes the WIC values and behavioural standards.
3. **Representation:** WIC Community Members are the ambassadors of our school and should always strive to represent the school positively, reflecting the same values and ethics promoted to our students. Your actions, during direct interactions or when communicating via phone, text, social media, etc, reflect our school's reputation and must comply with the policy.
4. **Attendance on campus:** WIC Community Members may only attend the WIC campus by invitation or to participate in alum events or activities sanctioned by the school.

### Consequences for Violations

1. **Violation of WIC Values:** WIC Community Members who engage in behaviours that contradict the WIC Values or ethos or that negatively affect WIC's reputation may be excluded from participating in school or alums affairs/events and from receiving school communications.
2. **Illegal Activities:** WIC Community Members involved in illicit activities may be prohibited from attending or participating in future school or alum events and receiving school communications.

### Procedure

1. **Reporting:** Any concerns regarding a WIC Community Member's behaviour will be handled with the utmost confidentiality and reviewed by the Leadership team fairly and unbiasedly. Please report any concerns to WIC's Head of School or Chief Operating Officer.
2. **Review:** The Leadership team will review the reports and substantiating evidence, allow the concerned parties to provide their versions and determine whether the Code of Conduct has been violated.
3. **Action:** If a violation is confirmed, the WIC Community Member will be informed of the decision, and appropriate action will be taken regarding their access to the campus and participation in school or alums affairs/events.

### Appeal process:

The appeal process allows individuals to contest the decision made by the Leadership team. To initiate an appeal, the affected party must submit a written request to the Review Board within **3 school days** of the

decision's delivery, outlining the grounds for the appeal and any supporting evidence. The Review Board shall convene, review the case based on the representations made by the parties involved, and render a decision within **5 school days** of receipt of the appeal request.

While respecting confidentiality, the review board's sole function is to ensure that the procedure is thorough and that the rules are applied correctly. To reverse the Leadership team's decision, the review board requires unanimity. The Board is composed of the Board Chair (or Vice Chair) and two Board members, all of whom must confirm that they are at arm's length from the individual in question.

### **Contact Information**

If you have questions or concerns about this Code of Conduct, please contact the Head of School, Eric Jabal ([ejabal@wicmtl.ca](mailto:ejabal@wicmtl.ca)) or the Chief Operating Officer, Lise Lafontaine ([llafontaine@wicmtl.ca](mailto:llafontaine@wicmtl.ca)).

### **Review and Amendments**

This policy will be reviewed annually by the Leadership team and updated to reflect any changes in school values or legal requirements. Any proposed amendments will be communicated to the WIC community for feedback before being finalized.

By participating in school or alumni events, WIC community members agree to adhere to this Code of Conduct and uphold WIC's integrity and values.