

Code of Conduct

-Code of conduct applicable to all tutors-

Table of Contents

Preamble.....2

Definitions.....2,3

Scope.....3,4

General Provisions.....4

Treating each other with respect, fairness, and integrity.....5,6

Providing the highest possible standards of teaching and learning.....6

Effective Date.....6

PREAMBLE

Based on Mount Saint Vincent University Students Union’s mission and values and with respect for other by - laws, policies and procedures in effect, this policy sets forth principles, guidelines and norms of behavior expected from all individuals present at Mount Saint Vincent University Students Union or using the Nimbus Tutoring app, including students, tutors, employees, and partners.

Its purpose is to ensure a respectful, favourable and safe environment that promotes learning activities and integrates the development, well-being and safety of users.

Its aim is to ensure the exercise of human rights and obligations of users at Mount Saint Vincent University Students Union, while enabling the organization to exercise its rights and obligations.

It contributes to the common good and harmonious functioning of our community.

1. DEFINITIONS

In this policy, the following terms are defined as follows:

a) Activities:

Any activity that falls within the mission or operations of the organization including, for example , tutoring sessions, training activities, operations, as well as events and workshops.

b) Mount Saint Vincent University Students Union

The general and vocational Mount Saint Vincent University Students Union

c) Nimbus Support:

Any person to whom it delegates responsibility for applying the provisions of this policy or responsibility for an activity.

e) Person / User:

Any users of the Mount Saint Vincent University Students Union – Nimbus application including Mount Saint Vincent University Students Union tutors, other service's tutors, students, and other users.

f) Employee/Independent contractors

All Mount Saint Vincent University Students Union full-time, part-time, regular or temporary employees of all categories of employment as well as independent contractors (tutors, professionals, support personnel, casual staff, contractual staff, managers and directors).

g) Social media:

Web applications that facilitate social interaction between individuals or groups of individuals and the creation of content such as blogs, social networks, and sharing sites.

i) Writing:

Any written information including printed and, including among others, electronic documents or correspondence, emails, and messages posted on social media or on the Internet.

j) Civil behavior:

Treating others with dignity and respect, and acting with regard to other 's feelings.

k) Discrimination:

Direct, indirect or systemic unfair treatment of a person or group in comparison to others based on the grounds under the Quebec Charter of Human and Freedoms, that deprives them of equal rights in the workplace or place of study. The prohibited grounds include, race, colour, sex, gender identity, pregnancy, sexual orientation, civil status, age (except as provided by law) , religion, political convictions, language, ethnic or national origin, social condition, a disability or the use of any means to palliate a disability .

l) Harassment:

Vexatious behavior in the form of repeated hostile or unwanted conduct, verbal comments, actions or gestures that affect an individual's dignity or psychological and/ or physical integrity and that result in a harmful work or study environment whereby the individual does not feel safe and feels constantly humiliated and offended. A single serious incidence of such behavior that has a lasting harmful effect on an individual may also constitute harassment.

m) Confidentiality:

Confidentiality pertains to the treatment of information. Private and personal information and information relating to the health and welfare of an individual should be accessed only on a strict need - to - know basis and handled and stored with care, and in accordance with the *Act Respecting Access to Information and the Protection of Personal Information*.

Private and personal information does not include publicly available information that is lawfully made available to the general public.

Some examples of private and personal information include, but are not limited to:

Email, phone number, bank and credit/debit card numbers, criminal record, date and location of birth, home address, grievance information, discipline information, payroll and benefits information, student transcripts and grades, degree information, student work.

2. SCOPE

This policy is in keeping with the Mount Saint Vincent University Students Union mission, the collective interest, the collective agreements or contracts applicable to tutors, and the laws and regulations applicable in Nova Scotia. It applies to every user.

This policy does not contain all the rules in effect at the Mount Saint Vincent University Students Union. There are some rules contained in other organization policies and procedures. Compliance with these rules is mandatory and, where there is no sanction in these policies and procedures, offenders are liable to the sanctions provided in this document.

The Code of Conduct Policy intends to establish standards of respect, integrity and appropriate conduct.

3. GENERAL PROVISIONS

In general, any user will be required to comply with the laws and regulations in force in Nova Scotia and the policies and procedures in effect within Mount Saint Vincent University Students Union. Every person is expected to behave in a respectful and polite manner.

Without limiting the generality of the foregoing and subject to any other recourse that the Mount Saint Vincent University Students Union may exercise, every person is liable to sanction where that person, notably:

- a. obstructs Mount Saint Vincent University Students Union activities or impedes the process of an investigation ;
- b. endangers the health, safety, or integrity of persons;
- c. acts in a way that causes prejudice to others, or that disrupts and harms the environment;
- d. uses defamatory, hateful, offensive, or vulgar written or spoken statements;
- e. uses any form of harassment, intimidation, or discrimination with respect to a person or a group of persons, whether through words, writings or acts, particularly with regards to sex, ethnicity, religion, language, disability or sexual orientation;
- f. exhibits disruptive, offensive, or irresponsible behavior;
- g. commits fraud, uses false documents or assumes the identity of a third person;
- i. commits assault, physical or verbal abuse of any person;
- j. engages in sexual acts during a tutoring session or activity;

k. commits theft, vandalism, or any other criminal act;

l. violates the provisions of this policy, incites another person to violate the provisions of this policy, or participates in any way in such a violation.

4. TREATING EACH OTHER WITH RESPECT, FAIRNESS, AND INTEGRITY

4.1 Civil Behavior

All members of the Mount Saint Vincent University Students Union community are expected to treat each other with dignity and respect and act with regard to others including, but not limited to:

- respecting each other's differences, ideas and opinions;
- respecting the customer through all I say and do;
- I will answer any requests from students under a 24 hour time lapse;
- showing up to the tutoring sessions at the specified date and time;
- listening and seeking common ground when differences occur;
- respecting the right of privacy and the confidential nature of information to which one has access to;
- exhibiting respect, integrity and attentiveness in providing services to others;
- I will never consume alcohol, and/or illicit substances, or engage in any activity harmful to the student I am teaching, or myself.
- I will never use physical or verbal punishment (i.e. grabbing, slapping, hitting, yelling, harsh words etc.).
- cooperating and collaborating with others.

If a problem occurs, I will contact Vice President of Advocacy as soon as possible, via email (suvpadvocacy@msvu.ca) or via phone (902-457-6558)

4.2 Harassment and Discrimination

The Mount Saint Vincent University Students Union will not tolerate any form of harassment and/or discrimination, as defined by the Canadian Charter of Rights and Freedoms and the Nova Scotia Labour Standards Legislation.

All Mount Saint Vincent University Students Union tutors are in a position of authority over students and consequently must act to avoid any situations that might constitute an abuse of power or trust.

Because of this implied position of authority over students, a tutor/student relationship cannot allow for freedom of consent in a romantic or sexual relationship. Consequently, it is the tutors' responsibility to decline any sort of sexual advances made by a student and to explain to the student that this is inappropriate behavior.

The abuse of power or trust, including but not limited to the psychological manipulation of students to one's own ends; the offering of favours to students; the exertion of pressure on students to violate this policy or any other policy; the attempted seduction of a student, or, the

actual seduction of a student, will result in sanctions, up to and including immediate dismissal, being imposed against the offender.

4.4 Cyberbullying

Harassment, intimidation, defamation, humiliation, or bullying by any electronic act is prohibited and will be sanctioned this includes through the Nimbus mobile application.

4.5 Fraud

Any person found gaining advantage through deliberate acts of deception, falsehood or false pretence is liable to sanction.

5. PROVIDING THE HIGHEST POSSIBLE STANDARDS OF TEACHING AND LEARNING

5.1 Teaching and Behavior in the Learning Environment

A tutor is responsible for setting the parameters for appropriate student behavior during his tutoring session.

It is prohibited for the tutor to do the students assignment/work without any sharing of knowledge for him or her.

6. EFFECTIVE DATE

This policy comes into force when adopted by the Mount Saint Vincent University Students Union Executives and repeals any previous version.