

North America Respectful & Fair Treatment of Students Policy

OIEG Oxford International Education Group	03981	
Name of Institution	Institution Number	
Respectful and Fair Treatment of Students	7th February, 2022	4th November, 2024
Name of Policy	Effective Date	Revision Date

Oxford International Education Group – North America is committed to ensuring that its learning environment promotes respectful and fair treatment of all students. Every student has the right to a learning environment free from harassment and discrimination with respect to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

While on **Oxford International Education Group – North America** premises or in the course of activities or events hosted by **Oxford International Education Group – North America**, the following activities are prohibited:

- **Discrimination:** Discrimination occurs when a person, or group of people, is treated less favorably than another person or group, based on a person’s race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, age, sex, sexual orientation, gender identity or expression, or any other protected classification in accordance with applicable legislation.
- **Harassment and Bullying:** Harassment and bullying are repeated, and unreasonable behaviors directed towards a person or group of people that creates a risk to health and safety, and/or creates a toxic environment. Repeated behavior refers to the persistent nature of the behavior and can involve a range of behaviors over time. Unreasonable behavior will be considered to have taken place if a reasonable person, having considered the circumstances, ought to have known that such behavior was unwelcome. A toxic environment refers to behavior that intimidates, humiliates, isolates, victimizes, threatens, and/or discriminates against a student or an employee.

Vancouver (Head Office) – 250 – 815 W Hasting St, Vancouver BC V6C 1B4 | +1 (604) 688 7942

Toronto 220 – 111 Peter St, Toronto ON M5V 2H1 | + 1 (416) 542-1626

Halifax – 1801 Hollis Street, Halifax, NS B3J 3N4 | + 1 (902) 491-1526

New York City – 47 West 34th 4th Floor New York City NY 10018 | +1 (646) 767-0081

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- **Violence:** Violence is any threatened, attempted, or actual conduct that causes or could cause physical injury. It includes any threatening statement or behavior that gives an individual reasonable cause to believe that s/he may be at risk of injury.

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

Procedure

Any conduct contrary to the respectful and fair treatment policy must be reported to the Director of Studies, and in their absence, the School Director. The Director of Studies will discuss the matter with the student who allegedly contravened this policy within five business days of receiving a complaint.

The Director of Studies will determine whether concerns are substantiated after further inquiry within five business days of the initial meeting with the student.

After meeting the student, the Director of Studies will determine:

- That the concern(s) were not substantiated; or
- That the concern(s) were substantiated, in whole or in part, and either:
 - Give the student a warning setting out the penalty for further misconduct; or
 - Set a probationary period with appropriate conditions; or
 - Advise that the student must be dismissed from the college.
- The Director of Studies will provide a copy of the written determination to the student and the original will be placed in the student file.
- Both the Director of Studies and the student will sign the written warning or probation conditions in case of probation or warning given to the student. The original document will be placed in the student's file and a copy will be provided to the student.
- If the Director of Studies advises dismissing the student, they will meet the student to deliver a letter of dismissal. Further, the Director of Studies or School Director will provide the student with the calculation of refund due or tuition owing (if applicable).
- If a refund is due, the refund will be granted to the student within 30 days of dismissal.
- If the student owes tuition fees to the college, the School Director will undertake the collection of the amount owing.
- All relevant staff members and instructors would be informed regarding the decision and all the records related to the issue would be kept in the student's file.
- If required, a complaint can be filed with a concerned local law enforcement agency.

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Conducts contrary to the respectful and fair treatment policy must be directed to the local managing team of each Oxford International North America campus:

	School phone number	1st contact	2nd contact
Halifax	+1 (902) 491 - 1526	Director of Studies: Gareth Jenkins gjenkins@oxfordinternational.com	School Director: Katie Christie kchristie@oxfordinternational.com
Toronto	+1 (416) 542 - 1626	Director of Studies: Byron Chan bchan@oxfordinternational.com	School Director: Kelly Rooney krooney@oxfordinternational.com
Vancouver	+1 (604) 688 -7942	Academic Director: Nathalia Carmo ncarmo@oxfordinternational.com	VP of Language Programs: Alex Dolata adolata@oxfordinternational.com
New York	+1 (212) 967 - 9927	Director of Studies: Jamie Grafton jgrafton@oxfordinternational.com	School Director: Phillip Wright pwright@oxfordinternational.com

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