

Harassment and Violence Policy

Category	Governance	Approval Date	May 15, 2026
Policy	Harassment and Violence Policy	Approved By	Board of Directors
Document ID	HVP-POL-01	Effective Date	May 15, 2026
Policy Lead	Director of HR Dean of Students General Counsel	Next Review Date/Mandated Review	May 15, 2029
Department	Human Resources Academics Office of General Counsel	Revision History	

Policy Purpose

This policy sets out what steps the College will take to prevent and respond to Harassment and Violence.

Definitions

- **College** means MaKami College, including its Board of Governors and any committee established or appointed by the Board of Governors.
- **College Premises** means all buildings and grounds owned, leased, or operated by the College.
- **Complaint** means a formal allegation that a violation of this policy occurred.
- **Complainant** a person who makes a Complaint alleging that they experienced a violation of this policy.
- **Contractor** means a person who provides services to the College pursuant to a contract for services.
- **Employee** means a person employed by the College pursuant to an employment contract.
- **Harassment** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, or action by an individual that the individual knows or ought reasonably to know will or would cause offence or humiliation to another individual or otherwise adversely affect the other individual's health or safety. Harassment may or may not be based on one of the protected grounds set out in the *Alberta Human Rights Act, RSA 2000, c A-25.5*.
- **Interim Measures** means non-disciplinary actions taken to ensure the safety of the Complainant or other involved member of the MaKami Community or of the College's learning, working, or social environment, to discourage or prevent Retaliation, and preserve the College's ability to conduct a thorough investigation.
- **MaKami Community** means all Contractors, Employees, Students, and Volunteers.
- **Respondent** means a person who is alleged to have violated this policy in a Complaint.
- **Retaliation** means taking actual or threatened adverse action against a member of the MaKami Community because that person made a Complaint, supported the making of a Complaint, disclosed information to the College about a Complaint, participated in an investigation of a Complaint, and/or pursued their rights under this policy.
- **Student** is an individual who has been admitted to an academic offering at MaKami College through the issuance of a Letter of Acceptance, or who has registered, met the requirements to

commence, and begun participation in any MaKami College course, program, or academic offering.

- **Violence** means the threatened, attempted or actual conduct of an individual that causes or is likely to cause physical or psychological injury or harm to another individual.
- **Volunteer** means a person who provides services to the College on a voluntary basis.

Scope

This policy applies to all members of the MaKami Community in respect of conduct that occurred on College Premises or, while not having occurred on College Premises, is nevertheless sufficiently linked to the College. Whether conduct is sufficiently linked to the College may be informed by the following factors:

- Whether the Complainant is a member of the MaKami Community or was a member of the MaKami Community either at the time of the alleged violation of this policy or when they made the Complaint;
- Whether the alleged violation of this policy has or can be reasonably seen to have a significant impact on the Complainant's ability to participate in the College's learning, working, or social environment;
- Whether the alleged violation of this policy occurred in the context of a College event or activity, whether or not the activity occurred on College Premises; and/or
- Whether the Respondent was representing the College when the alleged violation of this policy occurred.

Policy Details

1. General principles

- 1.1. The College seeks to have a culture of non-discrimination, respect, and safety and members of the MaKami Community are required to act in accordance with this.
- 1.2. This policy does not limit or constrain the reasonable exercise of the College's duties or functions in relation to members of the MaKami Community, such as but not limited to:
 - 1.2.1. Performance evaluations and feedback;
 - 1.2.2. The imposition of discipline; and/or
 - 1.2.3. Providing evaluative feedback.

2. Prohibitions

- 2.1. A person must not engage in Harassment or Violence.
- 2.2. A person must not engage in Retaliation.

3. Expectations

- 3.1. The College expects that the Complaints will be made in good faith. A Complaint that is not investigated, or that does not result in a finding that this policy was violated, is not for that reason alone made in bad faith.
- 3.2. No Complainant will be subject to discipline under this policy by reason of having made a Complaint that is unsubstantiated. Discipline in connection with a Complaint is reserved for clear and demonstrable cases of knowingly false statements made with intent to harm another person, and any such discipline must be approved by the Office of General Counsel.

4. Complaints

- 4.1. A person may make a Complaint in accordance with the Investigations Procedure.
- 4.2. The College will respond to a Complaint in accordance with the Investigations Procedure.

5. Interim Measures

- 5.1. At any time after a Complaint is made, the College may impose Interim Measures in accordance with the Investigations Procedure.

6. Discipline

- 6.1. A person who is found to have violated this policy may be subject to disciplinary action up to and including:
 - 6.1.1. In the case of a Student, expulsion in accordance with the Student Code of Conduct Policy; and/or
 - 6.1.2. In the case of a person other than a Student, termination of their employment or other relationship with the College in accordance with the requirements of any other applicable College policy, contract, or other agreement.
 - 6.1.3. For greater certainty, section 2A.1 (good faith expectation) is not a Prohibition under this policy and is not, on its own, a basis for discipline.

7. Confidentiality

- 7.1. The College is committed to ensuring that experiences of Harassment and Violence are kept as confidential as possible. The College is also committed to ensuring that the processes set out in this policy are kept as confidential as possible.
- 7.2. Notwithstanding section 6.1, confidentiality is subject to the following:
 - 7.2.1. Information may be disclosed in accordance with the terms of this policy and the Investigations Procedure;
 - 7.2.2. Information may be disclosed to the College's Board of Governors or any committees established by the Board of Governors;

7.2.3.Information may be disclosed to address an imminent or significant risk of harm; and/or

7.2.4.Information may be disclosed in accordance with applicable privacy legislation.

8. Information tracking and retention of records

8.1. The College will track information on the number of Complaints it receives and investigations it conducts. The College will also track information on the outcome of the investigations.

8.2. The Office of General Counsel will be responsible for maintaining records related to Complaints, including investigation reports and alternative resolution process reports. Subject to other applicable College policies and applicable privacy legislation, records related to discipline will be maintained by Director of Human Resources or by the Office of General Counsel for Employees and the Dean of Students office for Students.

9. Prevention Plan and Training

9.1. The College will have a plan in place to prevent Harassment and Violence in accordance with the Prevention Plan Procedure.

9.2. The College will ensure that members of the MaKami Community complete training that covers the following topics:

9.2.1.Recognizing Harassment and Violence;

9.2.2.Responding to Harassment and Violence;

9.2.3.The prevention plan referred to in section 9.1; and

9.2.4.The processes set out in this policy and in the Investigations Procedure.

10. Interaction with other College policies

10.1. Conduct that violates this policy might also violate other College policies. Where there is overlap with the Gender Based and Sexual Violence Policy, the College will typically apply that policy instead of this policy. Additionally, where there is overlap with the Student Code of Conduct Policy, the College will typically apply that policy instead of this policy. However, the College may apply multiple policies to the same pattern of conduct as it deems appropriate.

11. Policy review

11.1. This policy, including the Investigations Procedure and the Prevention Plan Procedure, will be reviewed at least every three (3) years or, otherwise, in accordance with the Establishing and Reviewing Policies and Procedures Policy.

Relevant Documents or Legislation

- Investigations Procedure
- Prevention Plan Procedure

- Gender Based and Sexual Violence Policy
- Gender Based and Sexual Violence Procedure
- Student Code of Conduct Policy
- *Occupational Health and Safety Act*
- *Occupational Health and Safety Regulation*
- *Occupational Health and Safety Code*