



HANDOUT: LEARNER CODE OF CONDUCT

It is helpful to have a set of clear guidelines for what is expected of learners within their learning environments. This includes:

- Be respectful to others.
- Act in a way that will reflect well on you at all times.
- Respect your Tutor's requests as they facilitate your training.
- Respect what the Tutor and other learners say, even though you may not always agree with their opinions.
- Respect the property of the learning environment, the tutor, and the other learners.
- Take care of your personal property.
- Turn cell phones to vibrate (or silence) during learning hours.
- Follow rules of conduct and attendance, and respect rules that apply to the operation of the program.
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Any behavior that interferes with learning in the program unacceptable ... Unacceptable behavior includes:

- Offences against persons:
 - physical, or verbal assault and/or harassment or the threat thereof
 - sexual harassment and/or sexual assault or the threat thereof
 - creating a condition that unnecessarily endangers the health or safety of others
 - uttering threats
 - bullying, intimidating or harassment
- Offences involving property include:
 - removing property from the learning environment without permission
 - defacing/damaging or unauthorized use of any part of the learning environment premises, equipment or learning resources
 - creating a condition that endangers or threatens destruction of the property of the learning environment or of any members of the staff team.

- Offences involving smoking/alcohol include:
 - smoking in the learning environment (e-cigarettes included)
 - drinking in the learning environment
 - being drunk and disorderly
 - illegal selling or distribution of cigarettes or alcohol.
- Offences involving drugs include:
 - using or possessing illegal drugs or drug paraphernalia, whether it be for personal use or intent to traffic
 - distribution or trafficking in prescription drugs.
- Offences involving disruption include:
 - acting, threatening, or otherwise causing a disturbance that obstructs the teaching/learning activities or any other activity organized by the learning environment.

These “rules of engagement” may differ from program to program and there may be additional expectations such as attendance, communication protocols, information disclosure etc. The tutor coordinator will have reviewed this with the learner at their acceptance into the program, but it is helpful for all tutors to be aware of these conduct guidelines.