

**INTENT / PURPOSE**

OHM Medical is committed to providing and maintaining an environment that is conducive to teaching and learning as well as a safe and healthy place for students and staff.

**POLICY**

Honesty, mutual respect and good citizenship is promoted at OHM Medical. Students are expected to conduct themselves respectfully in a manner that respect others rights, well-being and property. OHM Medical will investigate all allegations of misconduct.

This policy applies to all student conduct held at any OHM Medical training courses.

**STUDENT MISCONDUCT**

Student misconduct means any action by a student that a reasonable person would consider being harmful to OHM Medical, the staff, or other students. Acts of student misconduct subject to penalty under this policy include, but are not limited to:

- a) physical or verbal abuse, threats, intimidation, harassment or engaging in behaviour that a reasonable person would perceive to be coercive or offensive, or that may endanger the health or safety of students or staff of OHM Medical
- b) engaging in criminal conduct or other serious misconduct, including the possession for use, distribution, or sale of drugs, the unauthorized possession of weapons or the unauthorized use of alcohol on OHM Medical property or property used by OHM Medical
- c) disruption of instructional activities, including student conduct which substantially interferes with classroom, online, lab or field activities
- d) removal of OHM Medical property without prior approval from an authorized representative of OHM Medical
- e) interference with any OHM Medical safety equipment or procedure
- f) any other behaviour which significantly interferes with OHM business and operations.

**PROCEDURE**

When an OHM Medical staff member determines, either through personal observation or through a third party report, that a student has committed any act contrary to this policy, an OHM Medical representative will meet with the student to review the situation and circumstance regarding the context of the violation. Depending on the situation, facts, circumstance and seriousness of the violation the OHM Medical representative and student may reach an appropriate informal resolution, which may include a verbal or written warning. This will be documented in the student records.

Where an OHM Medical staff member determines there was a deliberate act of student misconduct or risk of injury or harm to person(s) or to property, an OHM Medical representative and/or committee will review the situation, meet with the student and if deemed necessary the student may be required to leave OHM Medical. If there is an immediate risk to life or property, police should be notified as soon as possible.

**APPEAL**

Any student may appeal the above process. The student is to provide written notice to OHM Medical and an independent OHM Medical staff member will review the student's appeal case. The student must provide this written Notice of Appeal within twenty (20) working days of OHM Medical's original decision.

**FAIRNESS**

OHM Medical aims to be fair, reasonable, and consistent when dealing with students. Any and all alleged violations of this code of conduct will follow the established guidelines:

- OHM Medical prefers mutually agreeable resolutions to disputes.
- Formal steps are taken only after informal attempts (when practicable) to address misconduct have not been successful.
- The student will have the opportunity to view the evidence and any charges against him/her, as well as to respond to these charges.

**PRIVACY AND CONFIDENTIALITY**

Confidentiality: All persons involved in the investigation will be advised that they are required to keep the allegation and information relating to the allegation confidential, and they are not to disclose the allegation or information to others, except as may be expressly permitted or as required by law. Participants should be aware that confidentiality is expected, but that anonymity cannot be guaranteed.