Policy Title: Code of Conduct

Category:	☐Institutional - Board ☐Academic - Administrative ☒Institutional - Administrative ☐Employment - Administrative		
Approved by:	☐Board ☒President		
Policy Sponsor:	Vice President, Administration and Finance		
Date Approved:	October 26, 2023	Effective Date:	October 26, 2023
Date Last Reviewed:	October 26, 2023	Date of Mandatory Review (expiry date):	October 2028

1. POLICY

1. Employees and students are to conduct themselves in a respectful, courteous and professional manner in accordance with CMCC's Vision, Mission, and Core Values to contribute to a positive work and learning environment and promote a safe and healthy workspace. This extends to interactions with each other, and all members of the CMCC community.

2. Employees and students are expected to abide by all policies regarding personal conduct, and refrain from actions that would be considered inappropriate, disruptive or disrespectful, or could cause potential injury, to persons or property, or interference with the rights and interests of other students or employees.

3. Employees and students, are expected to conduct themselves in a manner that fosters the standards of academic honesty and integrity, and to be knowledgeable of, and act in accordance with such standards.

4. Employees who are affiliated with a licensing body as a condition of their employment must maintain good standing with no issues of professional conduct that are posted on their public records. Self-disclosure of any investigation or pending investigation with a licensing body is mandatory.

5. All members of the CMCC community are to contribute to and maintain a work and learning space that is fair, inclusive, and free from all forms of discrimination and harassment.

6. All members of the CMCC community are to follow all protocols and procedures required by the CMCC Emergency Management Team and by Ontario Government mandate.

7. This policy is applicable to conduct on-campus as well as off-campus where CMCC work, social or learning environments may apply.

8. All suspected acts of misconduct or breaches of expected standards of conduct, will be investigated and may be subject to disciplinary action and may result in the imposition of a fine, restitution, alternative dispute resolution, suspension or expulsion from CMCC.

9. Any member of the CMCC community who has reason to believe that a violation has been committed has a responsibility to report the matter promptly to the Director, Human Resources or Vice President, Administration & Finance for Employees; or the Director, Student Affairs or the Vice President, Academic, for Students.

2. PURPOSE

To establish standards of conduct and acceptable behaviour for the orderly operation of the institution, for the benefit and protection of the rights and safety of employees, students, and members of the public, and for the protection of CMCC's assets.

3. SCOPE

All CMCC employees, students, members of the CMCC community (including members of the Board of Governors and its committees) and individuals, or individuals representing organizations with contractual relationships with CMCC.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Accessibility for Ontarians with Disabilities Act
- Bill 168 Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace)
- Canadian Human Rights Act
- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations
- Public Health Ontario
- Trespass Act Ontario

This policy is intended to work in concert with other CMCC policies governing employee and student behavior.

5. RELATED POLICIES (not a comprehensive list)

- Collective Agreement between CMCC and CUPE Local 4773
- Communicable Diseases
- Diversity and Equal Opportunity
- Discipline - Employees
- Discipline – Students
- Email – Students
- Information Technology – Acceptable Use and Electronic Monitoring
- Interns' Manual
- Sexual Violence, Assault and Harassment
- Student Code of Conduct: Academic
- Student Code of Conduct: Controlled Acts
- Workplace Violence and Harassment

6. DEFINITIONS

Unless the context otherwise requires, acts of misconduct include, but are not limited to, the following:

- inappropriate, disruptive, dangerous, aggressive or threatening behavior – including by electronic means
- misuse of CMCC resources, equipment or supplies – including but not limited to computers and network, keys, records, permits and letterhead
- mischief
- vandalism
- theft
- infringing unreasonably on the work of others
- violation of standards of conduct specific to classroom, laboratory, clinical or other learning environments
- unauthorized use of equipment, material, patient records, or a facility or service
- unethical behaviour
- contravention of statute (e.g., Liquor License Act; Criminal Code)
- aiding or abetting in the commission of a non-academic offence
- workplace harassment and sexual violence

A breach of academic honesty includes, but is not limited to, the following:

- plagiarise or falsely claim credit for the ideas, writings, projects or creations of others
- cheat
- attempt to or actually alter, suppress, falsify or fabricate any research data or results
- aid or abet another individual in an act of academic dishonesty
- self-plagiarism, involving reuse of one's own undergraduate or graduate credited work without reference

CMCC community includes employees (including temporary workers, contractors, consultants, unpaid work experience students and volunteers), students, and Board Members.

CMCC's Core Values:

Collaboration: We work together across disciplines and within our community to advance healthcare education, research and patient care.

Accountability: We act with integrity and take responsibility for our actions, always striving for excellence and transparency.

Respect: We foster an inclusive, diverse and supportive environment where every individual is valued and heard.

Innovation: We embrace new ideas, challenge the status quo and drive progress in chiropractic education and health care.

Nurturing: We support the well-being and development of our students, faculty, staff and community.

Growth: We are committed to continuous learning and improvement, empowering personal and professional success.

CMCC's Mission: Deliver world class chiropractic education, research and patient care.

CMCC's Vision: An academic institution recognized for creating leaders in spinal health.

7. PROCEDURES

Refer to the Discipline - Employees or the Discipline - Students policy.

8. HISTORY

New Policy Approved (date):	Code of Conduct – Employees August 2, 1989 Student Code of Conduct: Non-Academic April 25, 2019 (Above policies merged to become Code of Conduct)
Policy Revision History (dates):	August 1, 1992 January 2003

	December 13, 2011 April 30, 2020 August 27, 2020 February 24, 2022 On May 31, 2022 this policy takes the place of the Student Code of Conduct: Non-Academic as it covers students as well as employees. October 26, 2023 June 2025 – As part of the new Strategic Plan 2025-2030, the 'Core Values' section (see Definitions) was changed from 'CARE' to 'CARING'.

9. ATTACHMENTS

None.