

## Code of Conduct for Participants in Workplace Education Training

This Code of Conduct governs the environment for Workplace Education Initiative (WEI) training programs.

We have not created the Code of Conduct because we anticipate bad behaviour. Rather, we believe that clearly stating our values and obligations to one another will reinforce the already high level of respect and cooperation among participants in the programs.

We also want to ensure that all participants can fully participate, benefit from, and enjoy their participation in Workplace Education programs. The programs work best when the learning environment promotes a spirit of curiosity, open-mindedness, and respect.

Having a code enables us to take corrective steps if unacceptable behaviour occurs.

### *Scope*

The contents of this Code of Conduct apply to your interactions with everyone connected to the Workplace Education program.

These include other participants, members of host organizations, Workplace Education Coordinators, other government partners, Project Team members, and instructors.

### *Values*

We are committed to providing a welcoming, respectful, safe, and accessible learning environment for all.

This means we welcome people of all races, gender identities and expressions, sexual orientations, physical abilities and appearances, socioeconomic backgrounds, life experiences, nationalities, ages, religions, and beliefs. We believe that our learning environments are richer when people feel safe to be themselves and to offer diverse perspectives.

### *Expected behaviours*

As a participant, you are expected to show respect for everyone who is involved in your Workplace Education experience. This includes showing respect for other peoples' contributions, backgrounds, opinions, and experiences. You are expected to contribute to a collaborative, positive, and healthy environment in which everyone can succeed.

**1. Participate fully in all activities.** If you are unable to participate fully for any reason, please bring this up with your instructor. Your instructor will ask you about any barriers to your participation when they meet with you before you begin classes. Your instructor, training hosts and government staff will make every effort to remove barriers to your participation in the training.

This also means that you commit to attend all classes unless there are valid reasons for missing a class. If you are not able to attend a class, please give your instructor as much notice as you

can. Remember, you need to attend at least 80% of the training to receive a certificate of completion. You will not benefit fully from the training unless you attend every class. If you do have to miss a class, consult your instructor to ensure that you are able to keep up with the work.

Please commit to arriving on time. If you are often late for training, you will miss key points of learning. Your lateness will also disrupt your fellow participants, the training, and discussion. If you miss a lot of class time due to lateness, this may mean that you won't receive your certificate of completion.

**2. Treat fellow participants, hosts and instructors with respect, dignity, and consideration. Communicate in a way that is friendly, cooperative, polite, courteous, and professional.** This means choosing to believe in others' good intentions. It means respectfully challenging thoughts, opinions, and ideas with a spirit of curiosity and open-mindedness. It also means not judging or putting down the person who is expressing themselves. Instead of making statements or being confrontational, ask questions. Learning involves challenging one's own beliefs and thinking. It means being open to hearing and valuing diverse views and opinions.

Be generous and helpful to other participants. Respect their learning needs. Participants come to WEI training with many different experiences and learning styles. Your role is to be welcoming and understanding to other participants. Show patience if another participant is struggling with the material and needs more time or support than you do. Everyone has different challenges and strengths that they bring to the WEI classroom.

**3. Keep confidences. Respect the privacy of other participants.** When you talk about WEI training outside the classroom, do not share specific stories or information that will identify your fellow participants. Sharing personal experiences in the classroom is an important part of learning. It can help participants understand how concepts are applied. It can provide an opportunity for the instructor and other participants to help an individual understand and work through situations. Therefore, while we encourage you to share your own insights and learning with people outside of the WEI classroom, please respect the privacy and confidence of others. Help to ensure that everyone feels safe to share their experiences in the training.

Respecting privacy also means that you will not take photos, make recordings or take screen shots of any participants or classroom activities without the express consent of participants and instructors.

**4. Respect the physical classroom environment and equipment.** WEI training is hosted by organizations in communities. Help to create a healthy and respectful learning environment.

Clean up after yourself. Put garbage in the appropriate receptacles. Ensure that messes from food are appropriately cleaned. Inform host organizations of any hazards, damage and/or incidents (for example, a bathroom blockage).

Please treat with respect any equipment, tools and resources in the classroom. If an accident occurs that results in damage to the physical space or equipment, please inform the host organization or your instructor right away.

**5. Do not promote individual businesses, organizations or belief systems.** Participants come into WEI training expecting to learn, share relevant information and network with other professionals. They do not expect to be "sold" or solicited on anyone else's special interest.

While WEI training provides an opportunity to network, it does not give you licence to sell products, and/or solicit for organizations or your belief system (including your religion) in the classroom.

**6. Do not share Workplace Education Initiative materials or resources without the express permission of your instructor.** Instructors and curriculum developers work hard to create unique and relevant resources and training for you. Unless your instructor explicitly allows participants to share materials with people outside of the WEI training, you are not to use or distribute training materials or resources in this way. If you have a question or would like to share specific information with others, such as your employees or colleagues, ask your instructor.

### *Special guidelines for online programs*

Are you taking an online program? Help to make the online experience safer, more secure and more productive for everyone:

**1. Do not share the link to any of the sessions with anyone else.** Only people who have been authorized by the instructor in advance may attend. Any uninvited attendees will be promptly removed from the session. Also, remember that you are not to take photos, make recordings or take screen shots without the express consent of participants and your instructor. To safeguard everyone's privacy, you are not permitted to record sessions.

**2. Keep your video on unless you need to excuse yourself for a brief time.** This is to ensure that the instructor and other participants know that you are there and fully participating in the training. If you do need to excuse yourself, please send a message to the instructor to let them know.

**3. Minimize distractions in your environment.** Mute your microphone when you are not actively contributing. Avoid distracting behaviours such as talking with others except when necessary. Ensure you are able to participate from a space that does not have a lot of background noise and movement. Also, check your video settings to make sure your background settings are professional and not too distracting.

### *Unacceptable behaviours*

To create a safe environment for all participants and instructors, the following behaviours will be treated with *zero tolerance*. **This means that WEI instructors, training hosts and/or WEI Coordinators have the right to immediately remove participants from training.**

If you are actively removed from training due to one or more of the following behaviours, your access to future WEI programs may be restricted or prohibited.

As a participant, you are *not* to:

- 1. Drive while participating in WEI training.**
- 2. Multitask during training.**

**3. Perpetrate any form of verbally, physically, sexually or emotionally abusive, bullying or discriminatory behaviour.** Any form of these behaviours will not be tolerated. Further, they may result in authorities being alerted. These behaviours include:

- Violence or aggression in any form.
- Harassment. This includes unwelcome or offensive verbal, visual, or physical contact. Harassment may also include behaviours or comments, images, etc. that a person would reasonably find offensive, demeaning, or hostile.
- Sexual harassment. This includes unwelcome, unsolicited, and unreciprocated sexual advances or requests for sexual favours. It also includes other verbal or physical conduct or gesture of a sexual nature that might reasonably be expected or perceived to offend, humiliate, or intimidate another person.
- Discriminatory conduct based on race, sex, sexual orientation, gender expression or identity, nationality, disability, religion, political affinity, or any other characteristic protected by law.

**4. Consume debilitating or inebriating substances.** You are not to consume alcoholic beverages, marijuana, or narcotics (unless prescribed for medical use), or any illegal drugs or substances either before or during class that will affect your ability to participate due to inebriation. If an instructor perceives behaviour that could reasonably be assumed to be due to inebriation, they have the right to remove you without seeing you consume the substance. If, for medical reasons, you take medication that may make you appear inebriated, you must alert the instructor before the training.

**5. Destroy, steal, dismantle, deface, or otherwise intentionally damage training venues, property, equipment, signage, or supplies.**

**Further note:** There may be conduct issues that come up that are not addressed in this Code of Conduct. If you have questions, please ask your instructor, WEI Coordinator or members of the host organizations. It is important to note that WEI instructors, Coordinators and members of host organizations reserve the right to question, limit and restrict a person's participation in WEI training. This is particularly the case if a person is determined to perpetrate behaviours that affect the safety, security and well-being of participants, host organizations, and/or instructors.

### ***Violations of this Code of Conduct***

We take violations of this Code seriously. Any zero tolerance behaviour will result in immediate action. This action will be determined by the instructor, host organization, WEI Coordinator and the Manager of Workplace Education and Training, Workplace Initiatives Division, Department of Labour, Skills and Immigration as appropriate. Other violations of the participant Code may result in immediate or delayed action as appropriate.

When addressing Code of Conduct violations, we may take any or all of the following actions or additional actions:

- **Discuss with the participant** to ensure that they understand the violation. In particular, we will work to ensure that they can appreciate the impact of the behaviour on the training, instruction, other participants and/or the host organization. We will also work with them to address and change the behaviour.
- **Warn the participant** that they will be removed from the training if they continue to express the problematic behaviour.

- **Remove the participant** from the program in the case of continued violations or violation of a zero-tolerance behaviour.
- **Restrict or ban the participant** from future programs.

In some circumstances, we may also notify the employer (in the case of stand-alone programs) and/or authorities as appropriate.

### ***Reporting a problem***

Do you believe that you or someone else is in immediate danger? Have you seen something suspicious? Would you like to report a security issue or emergency? **Please bring this to the attention of your instructor or host organization contact immediately.**

Do you believe you are being subjected to inappropriate conduct? Do you believe someone else is being subjected to inappropriate conduct? **Please bring this forward to your instructor or member of the host organization as appropriate.**

There may be situations where you wish to speak to someone other than your instructor or the host organization. For example,

- You believe the incident is very serious and needs to be taken beyond your instructor or host organization.
- You are not comfortable reporting the information to your instructor or host organization.
- You want to appeal actions that occurred under this Code of Conduct.

In cases like these, please email the **Manager, Workplace Education & Training, Workplace Initiatives Division, Department of Labour, Skills and Immigration** ([Vanessa.Margueratt@novascotia.ca](mailto:Vanessa.Margueratt@novascotia.ca)) as soon as possible.

We take violations of this Code of Conduct seriously. We encourage you to share as much information as you can to help us investigate incidents under this Code. We will make all reasonable efforts to maintain confidentiality and privacy of any reported violations of this Code of Conduct, and we will follow any applicable laws.

Together, we can all commit to taking care of one another. We can all commit to fostering a positive, safe, and healthy learning environment.