

# **The Equity and Ethics Code of the Carleton Academic Student Government (CASG)**



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## **1.0 - Definitions**

### **1.1 Working Definitions**

1.1.1 “**CASG**” refers to the Carleton Academic Student Government

1.1.2 “**Executive Branch**” refers to The President, Vice President Operations, Vice President Academic, and Vice President Internal

1.1.3 “**Administrative Branch**” refers to non elected officials of CASG

1.1.4 “**Faculty Coordinators**” refers to the five coordinators of the following five faculties;

1.1.5 “**FPA**” refers to Faculty of Public Affairs;

1.1.6 “**FASS**” refers to to Faculty of Arts and Social Sciences;

1.1.7 “**FED**” refers to Faculty of Engineering and Design;

1.1.8 “**FGPA**” refers to Faculty of Graduate and Postdoctoral Affairs;

1.1.9 “**Program Councillors**” refers to the elected student representatives for each program

1.1.10 “**Appeals Committee**” refers to the Judicial branch of CASG

### **1.2 Equity and Ethics Definitions**

1.2.1 “**Infraction**” refers to a breach of the Equity and Ethics Code of CASG.

1.2.2 “**Harassment**” refers to any isolated or repeated instances of behaviour directed toward an individual or group that is abusive, threatening, demeaning or in any other way harms the individual or group based on, but not limited to; any physical, emotional, or mental quality, as well as spiritual and or religious/personal beliefs.

1.2.3 “**Racism**” refers to prejudice toward an individual or group on the basis of race or community that may or may not lead to, inequities or

exclusions. It can manifest in both personal attitudes, attacks and insults, or through institutional structures.

1.2.4 “**Discrimination**” refers to unfair treatment of an individual or group based on, the protected human rights grounds under Carleton’s Human Rights policies, including, but not limited to, race, gender, sexuality, mental or physical disabilities, or age.

1.2.5 “**Prejudice**” refers to negative prejudgement or preconceived notion against a person or group of people.

1.2.6 “**Microaggressions**” refers to any action or behaviour intentional or otherwise that subtly expresses a prejudice towards an individual or group based on perceptions of their identity.

1.2.7 “**Derogatory language**” is any language that is demeaning, unwelcome, or abusive towards a person or group of people.

1.2.8 “**Ableism**” is the discrimination of and social prejudice against people with disabilities.

1.2.9 “**Religious Discrimination**” is the systematic mistreatment of an individual or a group as a response to their religious beliefs or affiliations or their lack thereof.

1.2.8 “**Sexism**” refers to prejudice, stereotyping, or discrimination on the basis of gender or sex.

1.2.9 “**Equity**” refers to the process of recognizing differences among individuals and within groups in order to create environments and foster a culture that remains free from judgment, harassment, or discrimination on the basis of an individual(s)’s race, ethnicity, sex, gender, gender identification, sexual orientation, religion, class, accent, nationality and/or ability.

## **Preamble**

The primary goal of the Ethics and Equity code is to promote and cultivate an environment that allows for barrier free participation from members of CASG by providing safe and accountable space. By working with CASG members and keeping in consideration the various obstacles and barriers that exist within our diverse community, the highest degree of effectiveness and communication can be achieved.

CASG recognizes that all contributing members may come from a variety of backgrounds and it is crucial to the continued operation of CASG that members work in an environment that is conducive to ED&I. The Ethics and Equity Code seeks to encourage all members to identify and dismantle barriers and help bridge the gap in order to provide an open and equal platform for all.

## **On-Campus Resources**

These can be helpful resources for those who want to find further specialized support.

### **Womxn's Centre**

<https://www.cusaonline.ca/services/servicecentres/womxnscentre/>  
[womxnscentre@cusaonline.ca](mailto:womxnscentre@cusaonline.ca)

### **Mawandoseg Centre**

<https://www.cusaonline.ca/services/servicecentres/mawandoseg/>

### **RISE (Racialized and International Student's Experience)**

<https://www.cusaonline.ca/rise/>

### **Carleton Disability Awareness Centre**

<https://www.cusaonline.ca/services/servicecentres/cdac/>

### **Gender & Sexuality Resource Centre**

<https://www.cusaonline.ca/services/servicecentres/gsrc/>

### **Wellness Centre**

<https://www.cusaonline.ca/services/servicecentres/wellness/>

## **2.0 - Procedures**

Below are procedures and etiquettes that CASG will constantly uphold and improve upon to ensure we are conducting our meetings through the most equitable and inclusive practices possible.

2.1 Sections 4.0 (General Etiquette) will remain applicable to all members of CASG.

2.3 During each term, Councillors must be given the opportunity for adequate equity training at least once provided by the Department of Equity and Inclusive Communities at Carleton or a suitable equivalent.

2.4 All CASG meetings must begin with the acknowledgement of the Indigenous lands.

2.5 Individual pronoun preferences are to be respected by all members of CASG. Gender neutral pronouns are encouraged to be used when possible.

2.6 All members of CASG must be accommodating and respectful of various disabilities and special needs.

### **3.0 - General Etiquette**

3.1 All members of CASG are to act in accordance with the existing;

- a. CASG Constitution
- b. CASG Bylaws
- c. CASG Policies

3.2 All members of CASG have the right to freedom of speech within the limitations of Canadian and Provincial law, Carleton's Human Rights Policies, and the parameters of other CASG documents and operations.

3.3 All members of CASG must respect each other's individuality including, but not limited to; race, gender, non conforming identities, sexual identity, sexual orientation, religion, cultural backgrounds, cultural beliefs, physical attributes, and disabilities.

3.4 All members of CASG must maintain a level of decorum and must react and behave in a respectful, professional, constructive, and inclusive manner.

3.5 There is no tolerance of any physical or verbal harassment, threats, defamation, or hate speech to another member of CASG or any individual within CASG proceedings. Incivility and micro-aggressive behavior is not tolerated.

3.6 The rules, etiquette, and expectations outlined in this document apply to all virtual CASG communications and mandated online platforms. Furthermore, this document applies to all social media action and communication by CASG members concerning CASG.

3.7 CASG and it's members recognize that equity barriers exist and, as a result, are taking steps to identify and dismantle them. We must work together to create safe and inclusive spaces for all members.

## **4.0 CASG Branch Guidelines**

### **4.1 The Executive Branch**

4.1.1 The Executive Branch must remain considerate of different circumstances that students face, and promote equitable treatment in the creation, allocation and development of bursaries, scholarships and other student aid.

4.1.2 The Executive Branch must abstain from making decisions that lie outside of the best interest of CASG and must not prioritize ulterior motives or influences.

4.1.3 The Executive Branch must attempt to remain as transparent and openly communicative as possible to the rest of the CASG in regard to significant decisions and proceedings.

### **4.2 Faculty Coordinators and Program Councillors**

4.2.1 All Faculty Coordinators and Program Councillors of CASG must ensure all actions and decisions are made in the best interest of the entire student body without personal or alternative motives.



## **5.0 Sexual Abuse and Violence**

5.1.1 Sexism will be defined in reference to section 1.2.9

5.1.2 The CASG condemns any form of sexual violence including sexual harassment and takes these infractions seriously. CASG does not support sexism and encourages members to recognize sexism, name it, and stop it.

### **5.2 CASG's policy on sexual harassment is strictly derived from Carleton University's Human Rights Policy and Procedures as per the following:**

5.2.1 Carleton University prohibits sexual harassment by any member of the University community in any circumstance over which the University has jurisdiction. Sexual harassment can occur between individuals of the same or different status, and both men and women can be the subject of harassment by members of either gender. Sexual harassment generally involves engaging in a course of conduct but it can also occur during one incident.

5.2.2 Sexual harassment occurs when an individual engages in sexually harassing behaviour or inappropriate conduct of a sexual nature that is known, or ought reasonably be known, to be unwelcome, and that:

- Interferes with the academic or employment performance or participation in a University-related activity for the person harassed; and/or
- Is associated with an expressed or implied promise of employment-related or academic-related consequences for the person harassed (including reward, reprisal or conditions of study or employment); and/or
- Provides a basis for academic or employment decisions affecting the person harassed; and/or
- Creates an abusive, demeaning, or threatening study, work or living environment for the person harassed; and/or
- Excludes the person harassed from rights and/or privileges to which they are entitled.

5.2.3 Sexually harassing behaviour may be physical, verbal or psychological. It may be conveyed directly or by telephone, writing or electronic means. Examples of inappropriate sexual conduct include:

- Unwelcome sexual solicitations, flirtations or advances; sexually suggestive comments, gestures, threats or verbal abuse;
- Sexual assault which includes unwarranted touching or physical contact of a sexual nature, coerced consent to sexual contact;
- Inappropriate display or transmission of sexually suggestive or explicit pictures, posters, objects or graffiti;
- Leering, compromising invitations, or demands for sexual favours;
- Degrading, demeaning or insulting sexual comment or content, including unwelcome remarks, taunting, jokes or innuendos about a person's body, sexuality, sexual orientation or sexual conduct;
- Misuse of position or authority to secure sexual favours;
- Persistent, unwanted attention or requests for sexual contact after a consensual relationship has ended; or
- A course of sexualized comment or conduct that interferes with the dignity or privacy of an individual or group.

## **6.0 - Equity Officers and Equity Complaints**

6.1.1 Serious infractions including, but not limited to, threats to one's safety, bodily harm, or sexual violence should be directly reported to the appropriate authorities.

6.1.2 For this policy the individual who files the complaint will be referred to as the complainant

6.2 An equity violation within the scope of CASG is defined as:

6.2.1 Any action attempted or perpetrated against an individual or group in CASG which harms or impedes the creation of an equitable environment, as defined in this document.

6.2.2 The CASG equity policy operates on good faith, the assumption that equity violations are the unintentional products of misinformation and ignorance, rather than malicious intent unless proven otherwise.

6.3 The following Equity Officer Positions will be filled by the Executive through a hiring process;

- (1) Equity Officer - Previously served within CASG for the minimum of one term
- (2) Equity Officer - Student-at-Large, no prior CASG history required

6.3.1 They will serve as an ex-officio non-voting member on CASG council.

6.3.2 In the event that the Officer is unable to fulfill their duties, the Executive shall hire a new one.

6.3.3 This policy is binding on all CASG related events or operations.

## **6.4 Process for an Equity Complaint**

6.4.1 In the event that any CASG member feels a violation of either of the relevant codes of conduct has been committed, they may file a complaint.

(a) A complaint may be filed by filling out an equity form; as much information as possible provided can build an actionable complaint. Any messages, emails and bystander incident reports can be submitted by the complainant.

(b) Anonymous complaints may be made; however, the Equity Officers are limited in their investigation by the amount of information given to them.

6.4.2 When the Officer is investigating an issue:

(a) the accused person or persons will be notified as soon as possible.

(b) every investigation by the Equity Officers under this policy shall be conducted in private.

(c) Throughout the process decisions and steps of the investigation should be recorded.

a. Notes should also be taken during and about any conversations between equity officers and the parties involved at the discretion of the complainant and accused.

b. These notes and documentation are to remain private and confidential, and would only be accessed by outside parties for relevant and reasonable use during further investigation of the issue with consent of the individuals involved.

6.4.3 In the event of a conflict of interest between a complaint process and the Equity Officer, that Officer shall remove themselves and leave investigation and all other matters to a third party agreed upon by the complainant and the Officer.

6.4.4 Upon the completion of an investigation, the Equity Officer shall inform the complainant and/or the accused person or persons of their decision, and state the reasons therefore. They can appeal the situation for a second review of the decision by an appropriate third party if they deem necessary.

## **6.5 Investigation Process**

The process in which Equity Officers should handle a complaint investigation is as follows;

1. Review complaint submission form for complainants preferences on
  - a. Anonymity / Willingness to be contacted
  - b. Contacting of accused parties
  - c. Preferred Method(s) of resolution
2. If applicable, the accused person, at the Officer's discretion, will be given the opportunity to make a written statement responding to the allegation against them.

3. Using discretion and through communication with the complainant, the accused, and all third party actors (where applicable) recommend an appropriate solution.
4. After finalizing the decision, it should be shared with the appropriate parties.
5. Once the recommended solution has been selected and communicated, proceed with the course of action.
6. The accused and/or the complainant can appeal the situation for a second review of the decision by an appropriate third party if they deem necessary.

## **6.6 Resolution Process**

6.4.5 In the event of a violation, the Equity Officer will recommend an appropriate resolution.

6.4.6 This issue will be attempted to be resolved internally through an informal process. This may include, but is not limited to:

- (a) No action
- (b) Warning
- (b) Censure
- (c) Mediated conversation
- (d) Formally mandated education
- (e) An apology to the complainant
- (f) A change in our policies
- (g) Ensuring peer support
- (h) Third Party Support (CASG Executive, or Senate, etc.)

6.4.7 If it cannot be resolved through an informal process, or is beyond the jurisdiction of the Equity Officers, the officer can recommend to resolve the issue through a formal process that includes, but is not limited to:

- (a) Referring the issue to the Ombudsperson
- (b) Contacting an Equity Advisor from the Department of Equity and Inclusive Communities at Carleton
- (c) Filing an official Human Rights Violation complaint following the steps outlined in Carleton University's Human Rights and Policies and Procedures document
- (d) Providing peer support through services such as Womxn's centre, Mawandoseg Centre, Racialized and International Student Experience (RISE),

Carleton Disability Awareness Centre (CDAC) or Gender & Sexuality Resource Centre (GSRC).