

RESPECTFUL AND FAIR TREATMENT TO STUDENTS POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: RESPECTFUL AND FAIR TREATMENT TO STUDENTS POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator, Educational Administrators and Instructors

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

1. PURPOSE

Story Institute is committed to a learning environment that promotes respectful and fair treatment, equal opportunity, dignity, inclusion, and freedom from discrimination, harassment, bullying and retaliation.

2. SCOPE

This policy applies to admissions and enrolment, teaching and learning, student management, assessment, examinations, access to resources and facilities, student services, institutional activities, productions, events, communications, and other activities connected to Story Institute.

3. RESPECTFUL TREATMENT

- Students, employees, instructors, contractors and visitors are expected to treat one another respectfully.
- Threats, violence, harassment, bullying, stalking, intimidation, humiliating conduct, and retaliation are prohibited.
- Discriminatory treatment based on a protected personal characteristic is prohibited.
- Story Institute will take reasonable steps to identify and address unequal opportunities and unfair treatment.

4. DISCRIMINATION

Discrimination may occur where a person is treated less favourably or denied an opportunity because of a protected personal characteristic. Story Institute will assess concerns in accordance with applicable law and the circumstances of the educational environment.

5. HARASSMENT AND BULLYING

Harassment includes unwelcome conduct that a reasonable person would understand to be demeaning, intimidating, hostile, or otherwise inappropriate. Bullying may include repeated or serious conduct that humiliates, isolates, intimidates, or undermines another person. Context matters, and reasonable academic feedback or legitimate management direction is not, by itself, harassment or bullying.

6. ACCOMMODATION

Story Institute will consider reasonable accommodation related to disability, religion, family status, pregnancy, or another protected characteristic in accordance with applicable human rights obligations, subject to undue hardship and legitimate safety requirements.

7. REPORTING A CONCERN

A student may raise a concern directly with the person involved if safe and appropriate, or may submit the concern in writing through the Student Dispute Resolution Policy or another applicable policy. A student is not required to confront a person where doing so would be unsafe or inappropriate.

8. INVESTIGATION PROCESS

1. Receipt and Initial Review

Story Institute will document the concern, identify the applicable policy, assess immediate risk, and determine whether interim measures are reasonably necessary.

2. Notice

Where appropriate, the person whose conduct is under review will be informed of the nature of the concern and given sufficient information to respond, subject to privacy and safety limitations.

3. Information Gathering

Relevant records, communications, witness information and other evidence may be reviewed.

4. Opportunity to Respond

The person whose conduct is under review will be given a reasonable opportunity to respond and provide relevant information before a final determination.

5. Determination

The institution will assess the information fairly, impartially and without predetermined conclusions.

6. Outcome

Where a breach is substantiated, the institution will determine an appropriate and proportionate response under the applicable policy.

9. INTERIM MEASURES

Story Institute may implement reasonable interim measures to protect safety, preserve evidence, prevent disruption, or maintain the learning environment. Interim measures are not findings of misconduct.

10. CONSEQUENCES

Depending on the circumstances, a substantiated breach may result in education, warning, conduct conditions, probation, restrictions, suspension, dismissal, or other corrective action under the applicable policy.

11. NO RETALIATION

A student or other person who makes a good-faith complaint or participates in an investigation will not be subject to retaliation by Story Institute.

12. RELATIONSHIP TO OTHER POLICIES

Sexual misconduct concerns are addressed under the Sexual Misconduct and Harassment Policy. Conduct that may result in dismissal is addressed under the Student Dismissal and Code of Conduct Policy. Student complaints are addressed under the Student Dispute Resolution Policy.