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| Key Process: | 4200 - Registration and Client Services |
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| Title: | Discipline and Rules of Conduct(Learner) |

GUIDING PRINCIPLE

NBCC believes that learning in an adult education setting must cater to the holistic development of the learner, thus requiring the existence of a climate of collaboration and respect of self, of others and of established rules and regulations. The College recognizes that, from time to time, the learner may experience difficulty conforming to campus rules, and that it may be necessary to impose disciplinary measures for lack of respect for the program's reasonable expectations, for improper aggressive behaviour or for lack of respect towards other. The imposition of such measures should be done in a fair and consistent manner, and should also provide an avenue of recourse or appeal to the learner.

POLICY STATEMENT

Campus Management is authorized to impose such disciplinary measures as it will deem reasonable, according to the seriousness of the circumstances dictating the imposition of same, on learners who are found to exhibit improper behaviour or who violate campus policies. Such measures may include suspension of privileges, removal

from classes, etc., up to and including termination from the training program or service.

The imposition of disciplinary measures shall be done on a fair and consistent basis, and it shall provide the individual with a mechanism or appeal. Records of disciplinary actions will be maintained.

Campus Management is responsible for the development of its own learner discipline and rules of conduct policy and procedures/work instruction.

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

| Num | Document Name | Type | Document Custodian | Document Reviewer(s) Stakeholders | Document Approver |
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