

Student Code of Conduct

Introduction

As future business leaders, all undergraduate Haskayne students are expected to abide by the highest standards of ethical behaviour, academic integrity and professionalism, consistent with this code and all Haskayne and university rules and regulations.

The standard of conduct for Haskayne undergraduate students supplements the following University of Calgary guidelines for behavior applicable to all university students:

- University of Calgary Statement on Principles of Conduct
- University of Calgary Academic Misconduct Guidelines
- University of Calgary Non-Academic Misconduct Guidelines

In addition to the University of Calgary guidelines, the Haskayne School of Business expects a standard of professional behavior to guide students in their role as future managers and professionals, and to clarify appropriate behavior in specific situations. The standard does not supersede University of Calgary policies.

Where and when applicable

This code outlines expectations for the behavior and conduct of all Haskayne undergraduate students on an individual basis including student club events in Scurfield Hall, and elsewhere on the University of Calgary campus, and all university sponsored or authorized activities either on-campus or off-campus, including travel to and from the events.

This document is provided to each new student at the orientation for new students to the school and is available in the Haskayne School of Business Undergraduate Office. The Code is also available on the Haskayne web site at <http://haskayne.ucalgary.ca>.

Standards of Behavior Expected

All Haskayne School of Business undergraduate students are expected to demonstrate honesty and integrity when dealing with faculty members, teaching assistants, undergraduate advisors, staff from the Career Centre and Business Library, other Haskayne staff, students and members of the business community, and to abide by the highest standards of ethical and professional conduct. As is common in professional settings, students are expected to address undesirable behavior directly with their peers unless the situation is too serious and/or emotionally or physically threatening to permit such a conversation. In such a case, a complaint should be submitted to the course instructor, Area Chair or the Associate Dean (Undergraduate Programs). Students determined to be in violation of the Haskayne School of Business Student Code of Conduct, will be dealt with under the University of Calgary guidelines for Non-Academic Misconduct in the University calendar. Students are expected to assume

responsibility for their actions and to respect the rights and opinions of peers, faculty members, staff members and representatives from the larger community.

The following list includes some but not all examples of undesirable conduct that can constitute a violation of the Haskayne School of Business Undergraduate Code of Conduct:

Career Centre and Prospective Employers:

- Applying for jobs in which you do not have a genuine interest;
- Missing interviews without appropriate notice to the Career Centre and the prospective employer;
- Misrepresenting your credentials and work experience;
- Misleading the Career Centre employers about your job offer intentions;
- Reneging on job offers without reasonable grounds;
- Providing confidential or misleading information to employers about other students/employers;
- Violating the policies of employers regarding confidential or proprietary information;
- Signing up for but not attending events sponsored by the Career Centre or the Corporate Community;
- Arriving late or being unprepared for corporate events/interviews;
- Inappropriate behavior during corporate events (e.g. being drunk and/or boisterous, treating other attendees with a lack of respect, wearing unprofessional attire, or attending an event for any reason other than a genuine interest in the host corporation.)

Email and general communications:

- Engaging in harassment, defamatory and/or foul language when using the Haskayne School email system (e.g. attacking individuals publicly);
- Inappropriate communications to faculty members, staff members, and other students;
- Deliberately ignoring requests from Haskayne School corporate contacts (e.g. communications that require a response);
- Anonymous or misrepresented authorship (other than for systems that are designed to be anonymous) of documents that are intentionally critical of others (e.g. anonymous newsletters that poke fun at individual students);
- Repeated dissemination of unsolicited communications (e.g. repeatedly misusing the Haskayne School email list for personal financial gain);
- Distributing or otherwise sharing information deemed to be confidential (e.g. sharing students' grades or other confidential information, gossiping about the performance of other students);
- Any defamatory message concerning race, ethnicity, gender, religion or sexual orientation contrary to human rights legislation;
- Repeated failure to abide by communication protocols designed for mass communications using the Haskayne School email systems;

- Treating other students, staff or faculty members with a lack of respect in terms of harassment, intimidation, discrimination or assault in any university sponsored or authorized activities either on-campus or off-campus;
- Offensive behavior in public at university activities;
- Irresponsible or offensive behavior after consuming alcohol at university events;
- Use of alcohol at events when expressly prohibited (e.g. transit to and from university sponsored or authorized events);
- Wearing inappropriate apparel to activities or functions that specifically prescribe a dress code (e.g. for guest speakers, corporate functions);
- Participating in acts of theft or vandalism of University property in the students clubs area or elsewhere or of other members of the university community or University property.

Student Events

All Haskayne student club events must receive approval from the office of the Associate Dean (Undergraduate Programs). An event description form must be provided for all student club events. At all events where alcohol is served your club will require two representatives who have completed the Alcohol Server Intervention Program to attend your event.

In addition to the approval of the event by the Associate Dean (Undergraduate Programs) Student Union approval is also required for student events that:

- a) Require travel outside Calgary;
- b) Which can involve or incur physical risk;
- c) At which alcohol is served.

Complete event requirements are available in the AMSO club handbook

Travel Off-Campus

1. In the event that a Faculty Advisor is not present, one or two people must be delegated the responsibility for the conduct of the group. A formal letter addressed to the Dean and the Associate Dean (Undergraduate Programs) must be sent prior to the event naming the group leader(s). This person(s) will have the ability to discipline group members in the manner previously agreed upon by participating group members for the benefit of the group as a whole. Discipline could include requiring students to return to Calgary or banning them from the event.
2. Students will not be permitted to carry alcohol while in transit. Students will not be permitted to consume alcohol while in transit to or from an event. A strict no tolerance policy will be in effect.
3. Before departing on the trip, every student will attend a mandatory session presented by the students that focuses on professionalism. Students are reminded that they are representatives of the school and every action on their part affects the image of the University of Calgary, the Haskayne School of Business, students, alumni, sponsors and other stakeholders.

4. No loud or offensive language or behaviour in public will be tolerated.
5. Before participating in an off-campus event each group member will be required to sign the Student Code of Conduct Acknowledgement at the bottom of this page.

Consequences

In the event that an individual(s) participate(s) in any activities/actions which directly bring a negative image to the reputation of the Haskayne School of Business, the University of Calgary or any event sponsor, the individual(s) will be dealt with under the guidelines for **Non-Academic Misconduct in the University Calendar**. The individual(s) in question will also be required to provide a written apology to:

- a. the organizing committee of the event involved
- b. the Haskayne School of Business and the University of Calgary
- c. any other parties that may have been affected negatively by these actions.

Such activities/actions include: disrespect or disregard for the directions of officials/organizers/leaders; damaging property; violence/fighting; jeopardizing the safety of others or yourself. **If alcohol is consumed, its use must be responsible and with due regard to the safety of all present.**

Haskayne Student Code of Conduct Acknowledgement

I, _____, have read and agree to follow the above Student Code of Conduct.

Print name: _____

Sign name: _____

Date: _____