

# **Cascade Road Inc. & Cascade 3411 Inc.**

## **Code of Conduct**

### **Why do we have Code of Conduct?**

The Code of Conduct helps sustain a constructive, peaceful experience in a civil, inclusive and supportive environment that promotes academic excellence and community citizenship. The main purpose of the Code of Conduct is to facilitate health and safety. The second purpose is to make the most of opportunities for student learning. Living in residence is a privilege. Just as members of the residence community have certain rights, they must also fulfill specific responsibilities. The Code of Conduct outlines various expectations concerning unacceptable behaviour and potential consequences for residents.

### **The Legal Rental Agreement**

The Residence Agreement is a legal contract between a student and Residence Services. It is the primary document governing the relationship between the two. The Code of Conduct is a supplement to the Residence Agreement. In circumstances where there is a conflict between the Residence Agreement and the Code of Conduct, the Residence Agreement prevails. From time to time residents breach their Residence Agreements. In such cases, instead of simply terminating the agreement, Residence Services may utilize procedures and sanctions outlined below to address the issue in a more constructive way. Ignorance of the Residence Agreement or Code of Conduct does not excuse or diminish a resident's responsibility for abiding by them.

### **Where and How do these rules Apply**

The Code of Conduct apply throughout the residence complex, to all residents and their guests. Residents are always responsible for the conduct of any guests or others they allow into the residence complex. The Code of Conduct apply to all activities organized by Tenants, anywhere on or off campus. The Code of Conduct also apply to conduct outside the residence, on or off campus, when there are implications for the well-being of residents, or the interests / reputation of the University. The Code of Conduct does apply to conduct involving or evidenced via electronic or online applications such as email, Facebook, or Twitter. Impairment due to alcohol or other substances is not an excuse for unacceptable conduct. Cascade staff have the authority to interpret the Code of Conduct in the event of questions, challenges, or vague circumstances.

### **How all this applies to the Community**

All members of a community are responsible for taking reasonable measures to ensure health, safety, security and well-being for themselves and others. This includes but is not limited to supporting an environment free of disruptive, harmful or threatening behavior and reporting suspicious activities such as loud screams or unaccompanied strangers. A resident who perceives any possibility that a person may be

in danger or pose some risk should immediately contact City of Calgary Police Services. It is important to quickly respond to critical situations. Nobody should downplay perceived danger or risk. It is better to report a danger or risk and find that everything is alright than to assume everything is alright and regret it later. All members of the residence community have the right and responsibility to report Code of Conduct violations to a Community Advisor.

### **How does UniHouse make decisions?**

Decisions are based on reasonable degree of probability. When there are competing explanations, the one which is more probable than any other alternative informs the decision. This is quite different than the approach typically called “beyond a reasonable doubt” which is never required in Code of Conduct proceedings. In situations where one person’s intent was different than another person’s reasonable perception, for example when certain jokes are perceived as threats, the impacted person may be given extra consideration.

### **You should expect Privacy and Confidentiality**

All student conduct proceedings, including documentation, are confidential within UniHouse. Staff will not share information with other students, parents or guardians. Staff will only share Information with other staff when necessary. All Community Advisor must strictly respect confidentiality, even when they are no longer Community Advisor. This includes but is not limited to refraining from sharing information with each other and proactively addressing any gossip.

When there is reasonable cause to do so, a case or situation may be referred to other City of Calgary Police Services. Steps taken and/or sanctions applied by Calgary Police Services are independent of steps taken and/or sanctions applied by UniHouse. In rare circumstances, for example, if a Community Advisor or other staff-person receives information suggesting that a person is suffering from abuse, that information must be shared.

### **As a Resident of UniHouse, what Rights should you expect?**

Residents have the right to the following, within reasonable limits: privacy in their rooms, study and sleep in their rooms without undue noise or interference from others, a clean environment, security of their personal property and personal information, access to their rooms and facilities without pressure from others, consideration of concerns, cooperation in sharing common areas, an atmosphere free from intimidating, harmful or prejudicial conduct, an atmosphere wherein personal dignity is not undermined through demeaning words or actions  
Residents are responsible for observing that all other residents enjoy the same rights outlined above.

## CODE OF CONDUCT REQUIREMENTS

### Harassment

It is prohibited to harass others. Harassment includes any attention, contact or conduct by a person who knows, or should know, that the attention, contact or conduct is unwelcome. For example, sexual harassment includes any attention, contact or conduct of a sexual nature, made by a person who knows, or should know, that it is unwelcome.

There are many forms of harassment. It can be directed at individuals or groups. It can be subtle or explicit. It can be physical or verbal. It can include words or images. It can be conveyed in person, in writing, via electronic means or in other ways.

### Alcohol

As a reminder, it is illegal and therefore prohibited to be intoxicated in public. While UniHouse is not a public space, it is a shared space, and as such, comes with certain expectations. The UniHouse environment is built around the belief that we have highly motivated, high achieving individuals. It is understood that most people will drink alcohol from time to time.

- It is prohibited to promote or participate in rapid or excessive consumption of alcohol. [Canada's Low- Risk Drinking Guidelines](#) may be used to assess what should be considered rapid or excessive.
- As a reminder, it is illegal and therefore prohibited for people under the age of 18 to possess or consume alcohol and to supply alcohol to those under the age of 18.
- The promotion or participation in drinking games involving alcohol is seriously discouraged. Drinking games include, but are not limited to, any variation of beer-pong, funneling, shot-gunning or floor- crawls. Community Advisors have discretion to determine whether other activities should be considered drinking games.

### Civility

- Residents are expected to interact with others in a manner that demonstrates consideration, courtesy and dignity.
- It is prohibited to promote or demonstrate behaviour that can reasonably be construed as abusive, coercive, derogatory, disorderly, harmful, malicious, obscene, prejudicial or threatening. This applies to all forms of behaviour.
- Assault or bullying in any form is prohibited.
- Activity that unreasonably harms or has the potential to harm the reputation of any person is prohibited.

### Health and Safety

- It is prohibited to endanger the health or safety of any person, including one's self, whether through action or negligence. This includes situations wherein a person was unknowingly endangered, but the danger should reasonably have been recognized.

- Residents must take reasonable steps to ensure an acceptable level of personal cleanliness and general hygiene.
- Residents afflicted with a communicable disease must take reasonable steps to ensure the safety of others.
- Residents must abide by any health or safety directions issued by staff.
- It is prohibited to use or threaten to use any item as a weapon, regardless of whether it is typically considered a weapon.

### **Common Areas**

- Vomit, bodily fluids or excrement in a common area must be fully cleaned in a timely fashion by the person responsible for it. Any related damage shall also be that person's responsibility.
- It is prohibited to promote or participate in sexual activity or indecent exposure, including flashing, in a common area or within view of a common area.
- It is prohibited to pass out or sleep in a common area.
- It is prohibited to litter, whether indoors or outdoors.

### **Kitchen Areas**

- The use of the kitchen area, and all its appliances, should be done so in a responsible and caring manner. Treat them as if you have to pay for their repair.
- People should take care of their own food, and the mess they create, at the time they store and prepare their food. Wipe up after yourself and put your dishes in the dishwasher.
- The fridge, stove, microwave, and dishwasher should be cleaned and cared for every time they are used. If your food boils over when cooking, clean the appliance immediately.
- All House Guests contribute to the handling and removal of the garbage, recycling, and composting. Please ensure all bags are properly tied shut and placed in the appropriate City of Calgary bin.

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### **Laundry Area**

- House Guests are assigned a cabinet for the storage of their laundry supplies. Please only use your own supplies; do not use other Guests supplies
- Clean the machines after their use. Specifically, wipe down the inside of the washing machine and clean the dryer lint trap after every use.
- If you use the Laundry work counter, ensure it is left in a clean state for the other House Guests.

### **Wall Hangings**

- Paper wall hangings should be held up with 'Blue Sticky' pads; do not use pins, nails or thumbtacks to hang posters or paper.
- Large wall hangings with proper heavy frames should be held up with Picture Hooks. Nails should not be nailed directly into the walls.

### **Windows**

- It is prohibited to unfasten or remove window screens or to drop or throw items from windows.
- It is prohibited to enter or exit any building through a window, except during a genuine

emergency.

- It is prohibited to publish or display anything on or in the windows.
- All rooms contain Black-out Roller Blinds which are to be the only window coverings allowed in the Guest Room.

### **Sports Activities**

- It is prohibited to engage in sports activities indoors, including but not limited to hockey, rollerblading, skateboarding, scooter-riding and bicycling.
- Bicycles are prohibited inside UniHouse and must be kept outside in designated areas.

### **Trespassing**

- It is prohibited to enter any Guest room other than your own, even if the door is unlocked.
- It is prohibited to enter any vacant room; unlocked, vacant rooms should be reported to the Community Advisor immediately.

### **Noise**

- As a reminder, it is illegal and therefore prohibited to cause an excessive noise disturbance in residential areas.
- Recognizing that perceptions about noise (or bass) can be highly subjective, extra consideration shall be given to those impacted by the disturbance, as opposed to those causing it.
- During standard quiet hours, and especially during 23-hour quiet hours, standards with respect to noise are especially strict.
- During times not formally designated as quiet hours there is still an expectation that noise will remain at reasonable levels.
- Residents must promptly and fully comply when asked to reduce or end unreasonable levels of noise (or bass).
- Musical instruments that can be played with headphones may be used in rooms, suites or apartments.
- Disruptive exercise equipment may not be used.
- Residents may use sound systems and speakers in their rooms, suites or apartments. This privilege may be withdrawn immediately at the discretion of staff.
- Sound systems and speakers must be used carefully, ensuring that sound and vibration cannot be detected outside the room. Particular care must be taken with subwoofers. Speakers and subwoofers must always be kept a reasonable distance off the floor.

### **Offensive Materials**

- It is prohibited to publish or display anything that is likely to expose people to hatred or contempt, for example based on race, ethnicity, religion, gender, sexuality, ability, age, family status or socioeconomic status.
- It is prohibited to publish or display anything that uses unreasonably offensive or discriminatory language or imagery.
- It is prohibited to publish or display anything sexually obscene, for example materials concerning sexual exploitation and/or sex together with crime, horror, cruelty or violence.

- It is prohibited to publish or display anything pornographic, except inside rooms.
- It is prohibited to advertise alcohol brands or imagery of bars or similar establishments, or events happening at bars, such as cabarets. Posted materials must not promote mass consumption or other irresponsible use of alcohol or drugs. This includes the use of language such as party bus, crawl and all you can drink.

### **Protection of Privacy**

- It is prohibited to share information related to a student conduct case, except with staff. This applies to residents who are directly involved in the case, for example incident participants or witnesses, as well as those who happen to learn such information in some other way.
- It is prohibited to share with others information about a person which may reasonably be deemed personal or private without that person's expressed consent, except to share concerns with staff about the well-being of the person, somebody else or the community. This includes but is not limited to information concerning health, academics and relationships.
- It is prohibited to record audio or video, or photograph another person without that person's expressed consent.

### **Protection of Property**

- It is prohibited to use UniHouse property for purposes other than those for which the property was intended.
- It is prohibited to borrow or otherwise relocate private without the express consent of the owner. This includes but is not limited to wall hangings or any and all home furnishings.
- Activity or negligence that harms or has the potential to harm private property is prohibited.
- Vandalism is negligence or intentional activity that harms private property. It includes but is not limited to breaking furnishings, graffiti and food fights.
- Reckless use of water, for example water fights, and use of paraphernalia such as water pistols or balloons is prohibited.

### **Compliance and Identification**

- Residents must comply with any reasonable request from a Community Advisor or staff person, including but not limited to producing identification and promptly opening doors.
- It is prohibited to impede a Community Advisor or staff-person in the reasonable performance of her/his duties.

It is prohibited to directly or indirectly mislead or deceive a Community Advisor or staff-person. This includes but is not limited to deception about a person's name, room assignment or other identification, as well as deception in the form of incomplete statements