

## Community Values

UBC Collegia is a “home away from home” for first-year commuter students at UBC Vancouver. In order to build an inclusive and welcoming community, we expect all members to treat others with respect, address concerns directly with individuals or groups as they arise, take responsibility for the physical space, and adhere to both [UBC Vancouver’s Student Code of Conduct](#), and the [Collegia Standards](#) outlined below.

A safe and respectful community is the responsibility of all members. UBC Collegia staff are available to support members and address disrespectful behaviours, but we also understand that peer influence is the most powerful tool to encourage positive behaviour and a respectful environment.

UBC Collegia are multi-purpose spaces providing opportunities to socialize and build community, as well as study and relax. By design, the physical space of each collegium encourages conversation amongst students and staff. Students who prefer complete silence for studying will find one of the many libraries on campus to be helpful alternatives for this purpose.

Collegia Advisors are available as a resource for you and other members. Their role is to encourage positive connections, monitor space use, and support the community values and Code of Membership, including the Collegia Standards. You are welcome to direct your questions or concerns to them for support. If behaviour conflicts with the Code of Membership, Collegia Advisors will address and document the incident and report it to their supervisor for review. Each collegium is also supported by a Senior Collegia Advisor and a team of full-time professional staff who are all available for additional support.

## Collegia Standards

The Collegia Standards set out general principles and standards of conduct expected of UBC Collegia members while using UBC Collegia so as to help members understand the type of conduct that will contravene the Code of Membership. Members of UBC Collegia must commit to demonstrating respect for the community and the space by conducting themselves in accordance with the Collegia Standards. It is not possible to identify every type of behaviour that may fail to contribute to a respectful community, recognizing also that some situations may present unique circumstances. The Collegia Standards below offers specific examples of the standards and expectations required of UBC Collegia members. The list is not intended to be exhaustive; members should be aware that their behaviour may still contravene the Code of Membership even if it does not appear in the list below.

These Collegia Standards apply to both physical and online spaces managed by UBC Collegia.

### *Respect towards self and others*

- Members demonstrate respect for others in the shared space by keeping conversations to a considerate noise level at all times. Yelling is not permitted in the space.
- Members take care to minimize additional excess noise in the space. This may include consulting others before using the television, using earphones on personal devices, keeping their cell phone ringers on low or vibrate, and moving extended phone conversations to the corridor or outdoors.
- Members and their personal effects should occupy a reasonable and contained amount of space. When in doubt, Collegia staff will determine reasonable space use.

- Members do not use disrespectful or profane language in the space or when interacting or posting in online space managed by UBC Collegia.
- Behaviour that is dangerous or violent towards self or others will not be tolerated.\*
- Behaviour that otherwise attacks the dignity and/or security of others will not be tolerated.\* This includes conduct or communications that:
  - Are offensive, threatening, demeaning or discriminatory (for example, racist, sexist, homophobic);
  - Constitutes verbal and/or physical discrimination, bullying and harassment; or
  - Contributes to an intimidating, hostile, or uncomfortable environment.

### *Responsible use of the collegium space*

- Members take care to clean up after themselves when using the space.
- Members may not remove items from UBC Collegia. Examples include but are not limited to kitchenware, office supplies, and furniture.
- Members may not throw or toss items in the space, including sports equipment.
- Members do not intentionally cause damage to the space and its contents. If damage is caused unintentionally, it is reported to a staff member immediately for repair.
- Members may not visit UBC Collegia with pets or animals. *We work with the UBC Centre for Accessibility to make appropriate accommodations for certified guide or service dogs under the Guide Dog and Service Act.*

### *Smoking, alcohol, cannabis, and substance use*

- Members are expected to follow both Federal and British Columbia Provincial law, as well as UBC Policy related to the regulation of alcohol, cannabis and other substances.
  - For cannabis, this includes not possessing more than 30 grams (approximately a sandwich sized Ziploc bag) and a person under the age of 19 may not possess nor consume cannabis. Further information regarding cannabis on campus may be found [here](#).
  - Open alcohol is not permitted in UBC Collegia. Unopened alcohol must be kept exclusively in a member's personal backpack, purse, or bag, and should not be visible in the space.
- Each Collegium and its respective building (residence, washrooms, hallways and within eight meters of doors and air-intake vents) is a no smoking area under [UBC Policy 15 \(Smoking, Vaping, and Sale of Tobacco-Related Products on Campus\)](#) which means smoking is prohibited.
  - [UBC Policy 15](#) defines "Smoking" as using a Vaporizer or having in one's possession lighted tobacco, cannabis, or other plant products, or blends commonly used, intended, or designed for smoking.
  - Smoking cannabis is not permitted on any residence property (such as Ponderosa Commons, Tallwood House, and Exchange). Learn more about the residence property boundaries [here](#).
- Members may not smoke cannabis nor consume cannabis edibles in UBC Collegia.
- Members must store cannabis and cannabis equipment (including vaporizers, pipes, and rolling papers) in a sealed and clearly labeled container in a private space. The only place deemed "private" within UBC Collegia is a students' assigned locker or personal belongings (such as a backpack, purse, or gym bag). Cannabis cannot be stored in any collegium cupboard or out in open spaces.
  - A members' storage of cannabis or cannabis equipment should not emit a smell that impacts other community members.

- Illegal substances are not permitted in UBC Collegia.
- Members who visit UBC Collegia appearing to be impaired by alcohol or other substances will be required to leave the space.

### Permitted access

- UBC Collegia membership is offered to eligible new-to-UBC first-year students who commute, as space permits.
- UBC Collegia is only open to assigned members and guests are not permitted. Members may only access the collegium to which they've been assigned.
- Members are not permitted to grant access to non-members.
- Members may only access UBC Collegia during posted operational hours and may not gain entrance to the space outside these times without the permission and accompaniment of a Collegia Program staff member.

### Cooperation with staff and others

*Staff includes, but is not limited to Collegia Advisors, Senior Collegia Advisors, full-time professional UBC Collegia staff, and other university staff.*

- Members will behave in accordance with the requests of staff.
- Members will respond respectfully and in a timely manner to requests made by staff.
- Disrespectful or demeaning behaviour towards staff will not be tolerated.
- Staff may address behaviour they deem to be inappropriate or unsafe, which may not be specifically outlined in these guidelines.

### Code Violations

By committing to the UBC Collegia Code of Membership, members agree to contribute to a community that is respectful and beneficial to everyone, which includes adhering to the Collegia Standards. *Note that conduct or communications that may be acceptable in another context may not be acceptable in the collegia.*

Membership in UBC Collegia is a privilege that is expected to be reciprocated with respectful behaviour. Members who do not adhere to the UBC Collegia Code of Membership can expect their behaviour to be addressed and follow up by a member of the UBC Collegia staff team will occur. Members who contravene the Code of Membership will be subject to sanctions, including but not limited to restriction of privileges, required transfer to another collegium, suspension and/or revocation of their membership.

Subject to the paragraph immediately below, where an alleged violation of the Code of Membership is brought to the attention of the Collegia Program Staff, they are responsible to ensure that an investigation is conducted. The investigation will include providing the member alleged to have committed the violation a reasonable opportunity to provide their response. The Collegia Program Staff will then decide, on the balance of probabilities, whether a violation has occurred and, if it has, the appropriate sanction.

Where, however, an alleged violation of the Code of Membership is brought to the attention of the Collegia Program Staff and that alleged violation, in the opinion of the Collegia Program Staff, falls within the definition of *Sexual Misconduct Policy* (SC 17), then UBC Collegia will not investigate the matter but, rather, it will be addressed pursuant to the Sexual Misconduct Policy (SC 17). If the matter is brought to the attention of the Collegia Program Staff by the individual directly subjected to the Sexual Misconduct,

the matter will not be referred to the Director of Investigations without that individual's consent, except in the exceptional circumstances set out in SC 17. If an investigation is carried out under SC 17 and the Director of Investigations provides to UBC Collegia a copy of the investigation report, the Collegia Program Staff may rely upon the investigation report to determine whether a violation of the Code of Membership has occurred and, if so, the appropriate sanction. Any sanction imposed under the Code of Membership would be in addition to any disciplinary or other measure that may be imposed on the member under SC 17. Nothing in the foregoing affects a member's ability to disclose Sexual Misconduct to UBC Collegia without making a report under SC 17; disclosure to UBC Collegia does not result in a report being made under SC 17 and, except in exceptional circumstances as set out under SC 17, does not initiate an investigation under SC 17.

**Limits of confidentiality:** Respecting confidentiality is important to UBC. There are however, limits to that confidentiality. Collegia Advisors will receive help from their supervisor (Collegia Program Staff) to support a survivor of sexual violence, and other disclosures may be required in the exceptional circumstances under SC 17. A survivor will have the choice to discuss their immediate health and safety needs with the Collegia Program Staff and take steps to put supports in place. The survivor is not required to repeat their story.

**\*UBC Collegia will not tolerate behaviour that is:**

- **Assaulting, harassing, intimidating, or threatening towards another individual or group;**
- **Endangering to the health or safety of others; and**
- **Dangerous or violent towards self or others.**

Where the Collegia Program Staff, or their delegate, is of the opinion that a member poses a threat to well-being or safety of the member or another member of the UBC Collegia community (including students, staff, and faculty), then they may impose, without notice to the member, immediate sanctions including restriction of privileges, suspension and/or revocation of the member's membership, as well as referring the matter to other UBC offices and/or the police, in accordance to UBC Policies, Guidelines, and Rules.

Members should be aware that any action taken by UBC Collegia pursuant to the Code of Membership does not preclude UBC from taking disciplinary or other measures in addressing misconduct pursuant to UBC's applicable processes.

All students are also subject to the [UBC Student Code of Conduct](#) and the [UBC Respectful Environment Statement](#). We encourage all prospective and current members to familiarize themselves with these expectations.

## Contact

If you experience a problem and require additional support to manage it, please consult the Collegia Advisors in the space, or contact the Collegia Program Staff associated with your collegium. Alternatively, you can contact program staff via email at [collegia.program@ubc.ca](mailto:collegia.program@ubc.ca)