



RESPECTFUL AND FAIR TREATMENT OF STUDENTS – NON DISCRIMINATION

Insignia College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students and policy of non-discrimination.

The core values that guide the College's internal and external interactions with each other and the community are:

- We believe cultural and social diversity is essential to our long-term success
- We celebrate learning as a lifelong achievement for students, staff and faculty
- Our entrepreneurial spirit and our pursuit of academic excellence will guide our business practices
- We strive for fairness in all decisions

Students are expected to follow the policies and procedures of the institution.

While on College premises or in the course of activities, learning or events hosted by Insignia College the following activities are prohibited:

- Any degree of bullying, harassment, discrimination.
- Violence, real or perceived.
- Theft, willful damage to student property or College property.
- Any illegal activity.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

The situation, if urgent, should be reported to Senior Education Administrator/CFI verbally or in writing as soon as possible.

Acknowledging that every situation and concern is different, in the case of non-urgent concerns, the following steps should be taken:

- 1 The student (s) should contact the President or Senior Education Administrator verbally and provide written information as soon as possible.
- 2 There will be confidential meeting with the SEA or President.
- 3 Following the meeting with the student (s), the President or Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns can be substantiated.
- 4 At some point, the STUDENT DISPUTE POLICY and/or other related policies / legal considerations may take effect.

