

Automotive Training Centre

Name of Institution

00745

Institution Number

Respectful treatment of students

Policy

Name of Policy

Effective Date

Revision Date

The Policy on Respectful Behaviour and Fair Treatment formalizes Automotive Training Centre's (ATC) commitment to ensuring that enrolled students have a positive experience, beginning with their first encounter and extending beyond their graduation from the ATC. This policy applies to all enrolled students, alumni, all individuals employed by the ATC, and any other individuals acting as representatives or holding a titular position of the ATC.

Respectful and Fair Treatment

1. The ATC recognizes that respectful behaviour regarding the rights, dignity and integrity of others is essential for the well-being of the ATC community.
2. Students have the right to be treated with dignity, respect, and fairness by other students and ATC staff.
3. Students are expected to respect diversity and refrain from demonstrating any form of discrimination on the basis of race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, or sexual orientation.
4. Students are responsible for being aware of and abiding by applicable laws, and the policies, procedures, and guidelines that are available on the ATC website.

ATC Commitment to the Students

1. The ATC provides students with a learning environment which is student-focused.
2. The ATC ensures that its students are taught by qualified Faculty Members who have real-world industry experience.
3. The ATC ensures that its in-class facilities are, at all times, clean and properly maintained.
4. The ATC ensures that its students receive accurate, honest, sound, and reliable advice from qualified Admissions personnel prior to applying for any of its Programs.
5. Admissions personnel will support its students throughout the Admissions process.
6. Student Services is available to students for problem solving, questions, complaint resolution, and general inquiries.

Respectful Behaviour Expectations

All members of the ATC community share the responsibility of maintaining a climate of respectful behavior and are expected to practice basic principles of mutual respect by adhering to the following:

- Behaving in ways that show respect toward others;
- Valuing each other's work and roles;
- Developing relationships built on trust;
- Promoting a climate that is fair, supportive, and responsive;
- Creating a welcoming environment through our words, actions, and physical surroundings;
- Encouraging open and honest communication; and
- Celebrating our differences.

When issues arise, individuals are encouraged to communicate directly with the other party, in a respectful manner, and to listen respectfully to the other person's point of view. If this approach is unsuccessful, students are encouraged to contact Student Services for further assistance.

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

- Students at the Automotive Training Centre can report incidents or complaints of bullying and harassment verbally or in writing. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form. See our Bullying and Harassment

Reporting Form and Complaint Form for more information.

- Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

- Report any incidents or complaints to: info@autotrainingcentre.com

- If the reporting contact is the person engaging in bullying and harassing behaviour, if you feel uncomfortable reporting it to those contacts, or for any reason, they are unavailable; please contact the director: Dean Croft at dean@autotrainingcentre.com