

# Respectful Academic & Workplace Policy

Implementation Date  
1 March 2017

Last Revision Date  
08 July 2021

Position(s) Responsible  
Administrative and Instructional  
Staff and Students

Authorized by  
Sally Yuan, Vice President  
Western Maritime Institute

[Back to Table of Contents](#)

## Professional Conduct Policy

While WMI recognizes that certain language is commonly accepted amongst mariners, it is our aim within the training environment to encourage a professional and respectful environment for all members of Western Maritime Institute. As such:

1. Students, faculty, and administrative staff are encouraged to refrain from abusive language, gossip, profanity, intimidation, violence etc. or any other behaviour that creates a negative or unprofessional environment in the classroom / on campus / online / within social networks.
2. Any threatening actions or acts of violence perpetuated against other members of the WMI/FEI community will not be tolerated and will be grounds for disciplinary action up to and including immediate dismissal.
3. Western Maritime Institute strives to be a professional educational environment. As such, care is to be taken in the selection of learning material and resources (e.g. videos, mnemonic devices, etc.) that are not deemed offensive or unprofessional in nature.
4. All members of the community are expected to respect the premises and equipment of Western Maritime Institute and leave classrooms and all shared spaces tidy at the end of the training day.

## Harassment and Sexual Harassment Policy

It is Western Maritime Institute's policy to provide all students and staff with an environment that is free from all forms of harassment or discrimination. We will make every reasonable effort to prevent harassment/discrimination of our students and staff.

The Miriam Webster Dictionary defines the word "harassment" as "to annoy persistently." Any students or staff who personally feel harassed or discriminated against by a student or staff member are encouraged to immediately make a report in writing to the Campus Director. Harassment of students or staff will not be tolerated and will be grounds for immediate dismissal.

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Sexual harassment is an unwelcome comment or conduct of a sexual nature that is uncomfortable for the person on the receiving end of these; anything that causes embarrassment or offense. Sexual harassment includes, but is not limited to unwanted physical contact, sexual advances, requests for sexual favours, suggestive or offensive comments or gestures emphasizing sexuality, sexual identity or sexual orientation.

## Human Rights Policy

Consistent with the Human Rights Code of BC, Western Maritime Institute does not discriminate on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age.

Discrimination is unwelcome comment or conduct that denigrates others. Western Maritime Institute celebrates the rich and diverse backgrounds of all students and staff. Any form of discrimination will not be tolerated and will be grounds for immediate dismissal.

Students are advised that a valid Seafarer's Medical is a pre-requisite for entry into certain programs (e.g. Bridge Watch Rating) and the inability to obtain a Seafarer's Medical may prevent students from taking some courses. Western Maritime Institute Admissions staff will make every effort to advise students on alternate options where these exist. Exclusion from enrolling in certain courses as a result of inability to obtain a valid Seafarer's Medical is not considered ground for Human Right violation.