

A photograph of a modern lounge area with large windows overlooking a lake. In the foreground, a young man in a dark hoodie is playing an acoustic guitar while sitting on a dark sofa. Next to him, a young woman in a grey hoodie and blue jeans is smiling. To the left, a young man in a pink polo shirt is also sitting on the sofa. In the background, two other students are sitting at a white table near the windows, one looking at a phone. The room has a dark wood floor and a white coffee table.

ResRules Handbook

Residence Rules and Regulations 2017-2018

residences.housing.queensu.ca/resrules

Telephone Numbers

RESIDENCE DEPARTMENTS

Residence Life	613-533-6790 reslife@queensu.ca 110C Victoria Hall
Residence Admissions	613-533-2550 reshouse@queensu.ca 051D Victoria Hall

EMERGENCY NUMBERS (24 HOURS)

Campus Security and Emergency Services (emergency)	613-533-6111
Campus Security and Emergency Services (non-emergency)	613-533-6733
Kingston Ambulance	911
Kingston Fire and Rescue	613-548-4011 or 911
Kingston Police	613-549-4660 or 911

HEALTH AND CRISIS SERVICES

Frontenac Mental Health	613-544-4229 (24 hours)
Good2Talk	1-866-925-5454
Hotel Dieu Urgent Care Centre	613-544-3310 (8 am-8 pm)
Kingston Detox Centre	613-549-6461 (24 hours)
Kingston General Hospital	613-549-6666 (24 hours)
Ontario Mental Health Helpline	1-866-531-2600
Queen's Chaplain's Office	613-533-2186
Queen's Student Wellness Services	613-533-2506
Queen's Human Rights Office	613-533-6886
Queen's Student Counselling Service	613-533-6000 ext 78264
Queen's Walkhome	613-533-WALK (9255)
Sexual Assault Centre Kingston	613-544-6424
Telehealth Ontario	1-866-797-0000
Telephone Aid Line Kingston (TALK)	613-544-1771 (7 pm-3 am)

Who to Talk To...

RESIDENCE CONDUCT OFFICE

The Residence Conduct Office provides training, support, and education to members of the residence community. It is responsible for ensuring the effective operation of the Residence Conduct process and provides advice to students regarding the Residence Rules and Regulations (ResRules). Questions or concerns about the Residence Conduct process should be sent to the Residence Conduct Office at resrules@queensu.ca, 613-533-6000 x78102/79015 or visit the office in Victoria Hall.

RESIDENCE LIFE COORDINATOR (RLC)

Residence Life Coordinators are full-time professional live-in staff with specific responsibility for the day-to-day operations of Residence Life functions in their respective buildings. This includes (but is not limited to) Don supervision and team development, on-call and emergency response, student conduct, and residence programming.

RESIDENCE OUTREACH COUNSELLORS(ROC)

Counsellors are available for students wanting a safe, confidential space to chat and problem solve about a variety of issues, ranging from relationships to mental health concerns. Contact Mary Green (mary.green@queensu.ca) or Freeman Woolnough (freeman.woolnough@queensu.ca) to book an appointment.

RESIDENCE DON

Dons are hired and trained by Residence Life to support residents and create a safe, engaged community. They are trained in peer counselling, conflict mediation, community development, leadership, and much more. They are knowledgeable about campus resources and can refer residents to the best place to get additional support. Dons on Call are available between 8 pm and 7 am daily.

RESIDENCE SOCIETY (RESSOC)

ResSoc is a student government that works closely with Residence Life to enhance the living environment and general welfare of all residents. The Residence Society also advocates on behalf of student interests. If residents have concerns, suggestions, ResSoc would like to hear from all residents. ResSoc is located at Victoria Hall, room 106C, phone 613-533-6216 or email president@ressoc.queensu.ca.

RESIDENCE FACILITATOR (RF)

Residence Facilitators are upper-year students employed by the Residence Society (ResSoc), who work in conjunction with Residence Life to ensure Residence Rules and Regulations (ResRules) are upheld. They perform investigations, hold meetings with students, and work with Residence Council to program events for their communities.

OFFICE OF THE VICE-PROVOST AND DEAN OF STUDENT AFFAIRS

The Division of Student Affairs is led by Vice-Provost and Dean of Student Affairs, Ann Tierney, who is responsible for a comprehensive range of services to support undergraduate and graduate students from the time they apply to Queen's through to graduation. The V-P/Dean's office is located on the third floor of Gordon Hall, room 755. The office can be reached at 613-533-6944 or by emailing vpdean.sa@queensu.ca. Find out more at queensu.ca/studentaffairs.

HEALTH PROMOTION

The Health Promotion team provides confidential and individual consultations on healthy lifestyles, including sleep, nutrition, and alcohol/drug use. They also manage the Campus Observation Room (COR). Contact Health Promotion at (613-533-6000 ext 79071) for more information or to book a consultation.



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Guiding Principles for Residence Community Living

Residence Life creates a community environment where our students can feel a sense of belonging, build resilience, and be academically successful. We encourage the personal development of our community members by holding individuals accountable for violations of the residence behavioural expectations.

The Residence Rules and Regulations (ResRules), as a part of the overall residence experience, are designed to:

- Create connection and belonging within a safe and respectful residence community.
- Challenge residents to think critically, accept responsibility for their actions, and learn and grow from their experiences.
- Emphasize the rights, responsibilities, dignity, and academic pursuits of all residents.

Rights and Responsibilities While Living in Residence

Residence Life is responsible for balancing the needs of the community with those of the individual. Residents are expected to uphold a high standard of respect for all members of the community, including residence and university staff members.

- Residents are responsible for reading and familiarizing themselves with the ResRules Handbook, Queen's Student Code of Conduct, and all relevant provincial and federal laws;
- Residents have the right to a safe, secure, and inclusive residence community that is free from harassment, intimidation, discrimination, and is respectful of the need for a quiet environment in which to study and have adequate sleep;
- Residents are responsible for reporting any incidents of misconduct where there may be a risk of harm, a possible violation of the ResRules, or a negative impact on the dignity of any other resident;
- Residents have the right to be heard when voicing a concern;
- Residents are responsible for checking their Queen's email frequently, responding to all meeting requests, attending scheduled meetings or hearings, and completing any assigned sanctions.

Bullying and Hazing

Bullying, harassment and hazing are unacceptable forms of behaviour in residence. Bullying and harassment can take different forms (verbal, physical, non-verbal), and can occur in person or via electronic media (texting, social media, online chatting etc.). Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness or consent to participate. Consequences for such behaviours can vary, given their complex nature.

Sexual Violence

Queen's University is committed to maintaining a positive learning and living environment in which any form of sexual violence will not be tolerated. The university has a *Sexual Violence Policy* in place that aims to address sexual violence in our community through support, awareness education, training and prevention programs, and appropriate handling of incident reports and complaints. For information regarding Residence Life's response to sexual violence, please refer to our website.

Sexual Violence means any sexual act or act targeting a person's sexuality, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

Consent means an active, direct, voluntary, unimpaired and conscious choice and agreement between adults to engage in sexual activity.

For additional information please contact Barb Lotan, the Sexual Violence Prevention and Response Coordinator at bjl7@queensu.ca, via phone 613-533-6330, or visit her office at B520 Macintosh-Corry Hall.



The Queen's Student Code of Conduct

In becoming a member of the Queen's community, every student accepts the university's policies, rules and procedures and acknowledges the right of the university to set standards of conduct, as well as the right of the university and/or its Authorized Agent(s) to impose sanctions for conduct found to have violated those standards.

All students have a duty to familiarize themselves with academic and non-academic misconduct policies of the university and are required to adhere to the *Queen's Student Code of Conduct*.

Queen's University retains the right to exercise emergency powers or to impose temporary/interim, conditions, and/or restrictions if satisfied that the interest or safety of other students, staff, faculty, or members of the public would be endangered by the student's continued presence at Queen's University or a specific part of campus. The exercise of emergency powers, including the issuance of a Notice of Prohibition (NOP), take effect immediately.

Procedures under the Residence Conduct process may be undertaken before, at the same time as, or after, civil, criminal or employment related proceedings; but, if a report of misconduct has also resulted in civil, criminal, or employment-related proceedings against a resident, the Residence Conduct Office will determine whether the process should be deferred until conclusion, or partial conclusion, of other proceedings.

University Ombudsman

The mandate of the University Ombudsman is to provide independent, impartial and confidential advice. This may include facilitating the resolution of concerns and complaints in support of university policies and procedures and in accordance with best practices in organizational conflict management. The University Ombudsman, Harry Smith, can be contacted via email ombuds@queensu.ca or by phone 613-533-6495.

Residence Regulations

ALCOHOL

Queen's is committed to fostering a campus culture that endorses healthy, responsible and low-risk drinking practices among students. During Orientation Week, from Move-In Day until 8 am on the first day of undergraduate classes (September 11, 2017), all sanctioned Orientation activities for all residents are dry/alcohol free as governed by the dry/alcohol-free policy in residence. This also means no alcohol is allowed in residence during this time.

While many residents choose not to consume alcohol, residents who are 19 or older may responsibly consume alcohol in residence (but only after the first day of undergraduate classes), as long as they do so in their residence room and in accordance with ResRules.

NOISE

Courtesy hours are in effect 24 hours a day, 7 days a week. Students are expected to be mindful of the impact their noise may have on others and respect requests to refrain from making noise at any time.

- **Quiet Hours occur between the hours of 11 pm to 8 am, Sunday to Thursday, and from 1 am to 8 am on Friday and Saturday.**
- **Quiet Hours are extended during exam periods. Students will be notified when Quiet Hours are extended.**
- **Some floors have altered Quiet Hours. Students are required to respect the Quiet Hours in place for these communities.**

GUESTS

The purpose of the Guest Policy is to encourage residents to host guests in a responsible manner. Hosting guests is a privilege, not a right. If the Guest Policy is violated, residents may lose their privilege to host guests.

A **guest** is defined as: a non-resident of Queen's University Residences, a resident in a building that they are not currently assigned to live, or a resident in a room they are not currently assigned.

Any violation of the Guest Policy will result in non-resident guests being escorted out of the building and they will be required to find alternate accommodations outside of residence.

- Residents are permitted a maximum of 2 guests at any one time.
- Residents are limited to hosting overnight guests for no more than 3 consecutive nights. Hosting overnight guests in shared accommodations requires consent from the roommate.
- **Overnight guests will not be permitted during Orientation Week September 3-11, 2017. This period begins on move-in day and ends at 8 am on the first day of undergraduate classes.**
- **Guests will not be permitted during Queen's Homecoming Weekend October 13-15, 2017.**
- **Guests will not be permitted January 12 and 13, 2018.**
- **Guests will not be permitted on St. Patrick's Day March 17, 2018.**
- While in residence buildings, guests must be accompanied by their resident host at all times.
- Residents are responsible for informing their guests of the ResRules. Any fines, damages, etc., incurred by guests will be the responsibility of the host. Guests who are behaving inappropriately will be required to leave.
- Residents are responsible for their guest's behaviour during their visit and any ResRules violations that they commit, regardless of whether or not the resident is present at the time of the incident.
- Guests are expected to cooperate with requests by all residence and university staff.
- It is at the discretion of Residence Life to restrict access to residence by guests throughout the academic year.

PROHIBITED ITEMS

There are some items that are restricted in residence because of the potential hazard to the health and safety of the community. This list includes but is not limited to:

- Glass beer bottles, large containers of alcohol such as kegs, or any alcohol container exceeding 1 litre.
- Items that promote unsafe alcohol consumption (e.g. drinking games, drinking game tables, trophy walls, funnels, or any other drinking paraphernalia).
- Any illegal substances, unprescribed narcotics, controlled substances, or drug paraphernalia (including hookahs, bong, pipes, e-cigarettes, vaporizers, etc.).
- Candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers and flammable liquids.
- Halogen lamps or sunlamps.
- Large stereos or subwoofers.
- Extra furniture – rooms come furnished.
- Small appliances (such as kettles, coffee makers, hot plates, toasters, toaster ovens, etc.). This includes the use of personal appliances (including Tassimo, Keurig, etc.), such as electric blankets, air conditioners, or microwave ovens. Queen's Residences reserves the right to inspect, remove or request the removal of cooking appliances or electrical devices.
- Hazardous materials such as gasoline, propane tanks, barbecues, fuels, corrosives, or explosives.
- Weapons including large knives, martial arts weapons, firearms, pellet and/or B.B. guns, or replica weapons. If weapons are required for an extracurricular activity (such as martial arts) please make arrangement to store the weapon outside of residence.

Possession and use of items to be used for religious purposes such as candles or kirpans must be approved by Residence Life. For information regarding Smudge Ceremonies please see the *Aboriginal Use of Traditional Medicines policy*.

Prohibited items which have been surrendered to Residence Life staff will be kept for a period of 90 days. After this period, any unclaimed property will be sent to a local charity or disposed of.



Residence Safety

FIRE AND LIFE SAFETY

The safety and security of our residents is extremely important. Anyone who is found to be placing the lives of people in our residence community at risk by tampering with fire or life safety equipment may be removed from residence. Kingston Fire and Rescue believes that educating residents and the greater public is a critical component of fire safety. Not only must individuals be educated about smoke alarm types, placement, installation and maintenance, they also must be informed of the Fire Code requirements and the consequences for non-compliance. The Ontario Fire Code requires that smoke alarms in all places in residence be maintained in operating condition. **Any individual who tampers with, modifies or covers any smoke alarm, can be charged under the Fire Code.**

The penalties for tampering with smoke alarms, in addition to a Level Three ResRules classification and sanctioning, are:

\$360 Fine under Part 6 (Certificates of Offence) of the Provincial Offences Act;

or

a maximum \$50,000 Fine or up to one year in jail or both for individuals under Subsection 28.3 of the Fire Protection and Prevention Act, 1997.

All residents are required to immediately report any malfunctioning fire or life safety equipment to Residence Life. This includes but is not limited to: smoke detectors, fire extinguishers, window limiters, and missing or damaged ceiling tiles. Failure to report may result in a ResRules violation.

EVACUATION PROCEDURES

On hearing the fire alarm, residents must leave immediately by the nearest exit in an orderly manner. Failure to evacuate in a timely fashion is considered a violation of the ResRules.

- Do not use elevators during an alarm.
- The university is not responsible for the safety of those who ignore a fire alarm. Failure to evacuate poses a significant risk to the lives of other residents, staff, and emergency services personnel.
- Be aware of residents who may require assistance in evacuating the building. Please notify a residence staff member or a firefighter of their location.
- Residents with an accessibility requirement (differing ability, difficulty waking up) that hampers their ability to evacuate immediately when an alarm sounds, must notify Residence Admissions (reshouse@queensu.ca) and their Don when they move in.

COOKING

Some residence common spaces provide space for residents to cook. Residents may not cook in their residence room or in hallways.

- Do not leave any cooking unattended. Residents will be held accountable for cooking-caused fire alarms including, but not limited to, responsibility for any charge from the City of Kingston Fire and Rescue (approximately \$300).
- Residents are expected to check and ensure the cleanliness of any cooking appliance before and after use.

ELECTRICAL EQUIPMENT

Personal electrical devices in residence should be used with discretion and must be C.S.A. approved (radios, hairdryers, etc.).

- Queen's Residences reserves the right to inspect, remove, or request the removal of electrical devices.
- Please see page 8 for a full list of prohibited items.

Security

Residence is committed to keeping all residents and residence property secure. Concerns about personal or community safety should be reported to a Don or Campus Security. Dons are on call between 7 pm and 8 am daily. Campus Security can be reached at 613-533-6111 (emergency) or 613-533-6733. Residents are also encouraged to download the SeQure app or visit the *Campus Security and Emergency Services* website.

Residents have a responsibility not to allow unknown individuals into the residence behind them and should report suspicious persons to their Don or Campus Security.

LOCKS, DOORS AND KEYS

It is important to carry your keys/keycard with you and to keep your residence room locked at all times.

- Locks, keys, and keycards are the property of Queen's Residences. Residents should only be in possession of residence keys/keycards that have been issued to them by Residence Facilities. It is a violation of the ResRules to copy or lend keys/keycards to another individual.
- If a resident has locked themselves out of their room, they must contact their respective front desk. The charge will be placed on a resident's SOLUS account.
- Lost or stolen keys/keycards must be reported immediately. There will be a replacement fee for lost or stolen keys/keycards and mailbox keys. Failure to return keys/keycards when checking out of residence will result in a replacement charge on the resident's SOLUS account.
- Malfunctioning locks must be reported immediately to Residence Facilities.
- Forcing open a locked door is a ResRules violation and may also result in a damage charge.

ROOM ENTRY

Residence staff have the right to enter a resident's room:

- **In the event of an emergency, where the health, safety or security of residence or a resident is involved, or when residence or university staff have reasonable grounds to suspect that the ResRules or laws of the land are being violated; including, but not limited to, possession of weapons and/or presence of illegal or controlled substances.**
- Submission of a Maintenance Request Order (MRO) constitutes permission to enter a resident's room for the purpose of cleaning, maintenance and/or inspection of facilities.
- Notice of such entry will be given in advance, whenever possible.

INSURANCE

Insurance carried by the university **does not cover** personal possessions of residents and the university **does not assume** any liability for lost, stolen or damaged items of personal property, no matter how caused. The resident is responsible for arranging insurance coverage for personal property brought into residence.

MAINTENANCE AND DAMAGES

Residents will be held financially responsible for any damage, loss or neglect occurring in their assigned room or any that they are found responsible for causing in residence.

- In order to ensure that no charges are levied for deficiencies in their room that were in existence upon arrival, residents should complete a Room Assessment Form on-line as soon as they take occupancy.
- In order to ensure that any repairs, replacements, etc., are attended to as promptly as possible, please complete a Maintenance Request Order (MRO) on-line.

DINING HALL REGULATIONS

Residents must present their student identification card **at all meals**. This card is non-transferable and must be in their possession when in the dining hall. Sharing of a card or use by another individual is a violation of the Meal Plan Contract and the ResRules.

- Queen's Residences reserves the right to refuse entry to, or remove any person from the dining hall, or close down the dining hall(s) at any time. Residents are not permitted inside the dining halls outside of posted meal hours.
- All food selected must be consumed in the dining hall during the meal period. **Food is not to be removed from the dining hall; doing so is considered a ResRules violation.**
- For more information please visit dining.queensu.ca

RESNET

There are a number of guidelines pertaining to the use of ResNet. Guidelines and information are available on the *Residence Internet Services* webpage.

Failure to abide by the computing guidelines as outlined in the ResNet Acceptable Use Policy will result in administrative consequences which may include disciplinary action up to and including termination of the Residence Agreement.

SOLICITING

Residents are prohibited from operating or promoting any business venture in residence without approval from Residence Life.





Residence Conduct Process

Decisions made in the Residence Conduct process are made using the balance of probabilities. Failure to attend a meeting will result in a decision being made in absentia (without the student's input). It is important that confidentiality is maintained throughout this process.

POINTS

Residents will accrue points for each finding of responsibility. A Level One offence will accrue one (1) point, a Level Two will accrue two (2) points and a Level Three will accrue a minimum of three (3) points. Termination of a Residence Agreement will be strongly considered once a resident has accumulated 8 points or as outlined in the sanctions description on page 15.

PROCEDURES

All incidents are documented by a Residence Life staff member and this documentation is submitted to a Residence Life Coordinator (RLC) for review and classification.

INITIAL INCIDENT

The first violation of the ResRules considered a Level One or Two by nature will be handled by a Residence Facilitator (RF). The RF will gather information, perform an investigation, and determine a finding of responsibility.

LEVEL ONE (LESS THAN 3 POINTS)

Residence Facilitators (RFs) will handle the first 3 instances of violations considered Level One by nature.

LEVEL TWO

For the second instance of a Level Two violation or when a resident has accumulated 3 points, the investigation and adjudication will be handled by a Residence Life Coordinator (RLC).

PROGRESSION OF POINTS

For incidents considered Level One or Level Two by nature where a resident has accumulated 6 or more points, the investigation and adjudication will be performed by a member of the Residence Life Management team, or designate.

IBTBI REPBB

Incidents considered Level Three by nature will be referred to the Non-Academic Misconduct (NAM) Intake Office for assessment and referral. The NAM Intake Office may assign a campus Case Manager or redirect it back to Residence Life. Cases redirected to Residence Life will be handled by a member of the Residence Life Management team, or designate.

APPEALS

LEVEL ONE OR TWO

Residents must complete and submit a ResRules appeal form within five business days of the date on their decision letter. Forms can be accessed via the *Residences* website.

Appeals will be vetted by the Residence Life Management team, or designate, and approved on the grounds of significant procedural irregularity or new information not available at the time of the investigation. **Dissatisfaction with a decision, failure to attend a meeting, not checking or reading email, and/or failure to abide by the terms in a decision letter are not grounds for appeal.**

If granted, appeals will be heard by the Residence Conduct Board (RCB). Membership of the Board includes Chairs, Members at Large (MALs), Residence Society (ResSoc) representatives, and Residence Dons. All members are current Queen's students. The Board will hear statements from all parties, review investigation information, and may uphold, overturn, or change findings of responsibility.

LEVEL THREE

Residents may appeal to the USAB on grounds outlined by the *Policy on Student Appeals, Rights and Discipline*.

INCIDENTS INVOLVING STAFF

The university is committed to providing a work environment of respect and dignity for all staff. Workplace harassment negatively impacts individual staff members and their environment and is not acceptable or tolerated at Queen's. Incidents that may involve improper or offensive conduct towards staff may be heard by a member of the Residence Life Management team, or their designate.

COMMUNICATION AND NOTICE

All notices and written communication pursuant to the Residence Conduct Process or Interim Measures will be sent by email to residents using their @queensu.ca email account. Correspondence will be deemed to have been received and read two business days after delivery. The delivery date is defined by the date on the email message header.

The Residence Conduct process does not preclude intervention by Residence Life staff in instances of potential serious harm or injury, patterns of alcohol or substance misuse, and/or concerns regarding mental health or wellbeing. The Residence Life Management team retains discretion to impose temporary or interim conditions and/or restrictions that are appropriate in the circumstances and are in the interest of a safe campus and residence environment.



Sanctions

Sanctions are designed to educate residents on the consequences and impact of inappropriate behaviour. Residents found to be responsible for a ResRules violation are subject to a range of sanctions. **The Residence Conduct process is educational, developmental and progressive in nature. This means that any previous incidents that a resident has been found responsible for will be considered when determining a sanction.** Sanctions must be completed and submitted **within five business days** of the final decision letter. If an extension is required, it is the resident's responsibility to submit an extension request to the Residence Student Conduct Office at resrules@queensu.ca. Failure to **fully** complete and submit an assigned sanction by a specific deadline will result in a follow up meeting with an RLC or designate.

SANCTIONS

Listed below are examples of sanctions that may be used independently or in combination for any single incident. Other sanctions may be assigned at the discretion of a Residence Life Coordinator, a Residence Life Management team, or their designate.

WRITTEN WARNING – a formal letter of caution indicating the details of the finding of responsibility and outline an agreement that the behaviour will not continue. The letter will be kept on file and referred to if a future incident occurs.

EDUCATIONAL SANCTION – a requirement to complete specific educational activities which allow residents the opportunity to reflect on the finding of responsibility and the impact it has on the community and themselves. This may include a project, written assignment, participation in an educational program, or a meeting with a university or Public Official. Educational sanctions are not in any way academic penalties, and do not affect a resident's academic record.

BEHAVIOURAL CONTRACT – a formal document that requires a resident to meet specific behavioural standards. The contract will outline consequences for failing to adhere to the conditions of the contract, and may include the loss of privileges. Behavioural Contracts are issued by Residence Life Coordinators, Residence Life Management team, or designate.

RESTITUTION – any damage, clean-up, neglect or replacement charges resulting from any incident or situation where a resident is found to be responsible. Residents will be responsible for any charges incurred by their guests.

EARLY DISMISSAL – a requirement to move out of residence by a designated time after the completion of final exams.

LOSS OF PRIVILEGES – a temporary or permanent loss of residence privileges including but not limited to: hosting guests; access to a specific building, dining hall, or retail outlet, etc.

NO CONTACT – a requirement that a resident have no direct or indirect contact (including but not limited to in-person, phone, text, email, social media, or through a third party etc.) with a specified individual, individuals, or group.

RELOCATION – a permanent move from an assigned room in one residence building to another. A Notice of Prohibition (NOP) that prohibits access to the original residence of occupation for a specified time period may also accompany the relocation. Any further violations may result in suspension or removal from residence.

SUSPENSION FROM RESIDENCE – a temporary termination of the Residence Agreement for a specific duration. A Notice of Prohibition (NOP) that limits or prohibits access to residence for a specified time period may also accompany the suspension from residence.

REMOVAL FROM RESIDENCE – the termination of the Residence Agreement. A Notice of Prohibition (NOP) that limits or prohibits access to residence for a specified time period may also accompany the removal from residence.

Should anyone require accommodations throughout the conduct process or in the submission of sanctions, please contact the Residence Conduct Office at resrules@queensu.ca or 613-533-6000 ext 78102/79015. Residents may be asked to provide supporting documentation.

LEVEL ONE – CLASSIFICATION OF INCIDENT

Actions that **have the potential** to undermine the safety and security of an individual or the residence community; actions that interfere with another individual's peaceful use and enjoyment of residence.

1.1a Failure to Cooperate	Failure to comply with any reasonable instructions or request of any staff member of Queen's Residences, Food Services, Queen's First Aid, Student Constables, Campus Security and/or Emergency Services or any other university official.
1.1b Inappropriate Behaviour	Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the residence community. Examples of inappropriate behaviour include, but are not limited to: <ul style="list-style-type: none">• the use of e-cigarettes/vaporizers, or the smoking of any legal substance within nine (9) meters of any residence building;• engaging in sports, sporting, or other potentially destructive activities in residence.
1.2a Open Alcohol in Residence	Possession or consumption of open alcohol in any space other than a private residence room. This includes public areas within or around residence such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls. Any possession of alcohol in or around residence during Orientation Week.
1.2b Underage Alcohol Use	Possession or consumption of alcohol in or around residence while under the age of 19.
1.2c Glass Beer Bottles	Possession of glass beer bottle(s) in or around residence.
1.3 Noise	Failure to maintain a level of noise that respects others in the residence community and their ability to study, sleep, or otherwise enjoy the residence environment. (Refer to page 7 for additional details on Quiet Hours).
1.4 Pets	Possession of pets in residence with the exception of fish. Fish are allowed in residence provided they are kept in an aquarium no larger than 10 gallons, the container is cleaned regularly and no illegal or poisonous species are kept. Service animals are not considered pets.
1.5 Dye and Paint	Entering a residence building or dining hall with dye or paint on skin or clothing. Using dye in residence.
1.6 Dining Hall Entry	Entering a dining hall while intoxicated.
1.7 Guests	Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level One ResRule. (Refer to page 7 for additional details on the Guest Policy).

LEVEL TWO – CLASSIFICATION OF INCIDENT

Actions that **have a significant negative impact** on another individual within residence; actions that endanger the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to university property.

2.1a Failure to Cooperate	Refusal to comply with the instructions or request of any staff member of Queen's Residences, Food Services, Queen's First Aid, Student Constables, Campus Security and Emergency Services or any other university official where such failure endangers the health or safety of self or others. Failure to provide student identification upon request or providing a false identity. Hindering the work of the Residence Conduct process.
2.1b Inappropriate Behaviour	Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the residence community. Examples of inappropriate behaviour include but are not limited to: <ul style="list-style-type: none">• Displaying inappropriate or offensive signs/posters or drawing graffiti;• Throwing, dropping, or leaving any type of material (including garbage) in or near residence or dining halls;• Causing a disturbance in any dining hall;• Soliciting door-to-door in residence.
2.2a Theft	Taking, or attempting to take, or relocate university or residence property without permission.
2.2b Theft from Dining Hall	Entering or attempting to enter a residence dining hall without presenting appropriate ID, using student ID other than your own, lending student ID to another person to enter the dining hall. Also includes removing, or attempting to remove, any food, beverages, cutlery, furniture, or dishes from any dining hall.
2.3 Damages	The willful, malicious, or negligent destruction of public, or private property in or around residence including residence dining halls; actions effecting any mechanical, electrical or structural changes to a residence room or building; failure to uphold reasonable standards of cleanliness (e.g., common rooms, washrooms, hallways etc.).
2.4a Fire Alarm Evacuation and Re-entry	Failure to promptly evacuate a residence in the event of a fire alarm or re-entering a residence building after evacuation without authorization from Residence staff, Campus Security and Emergency Services or Kingston Fire and Rescue.
2.4b Fire Hazards	Operating any flame or burning of any substance (e.g., potpourri burners, incense, hookahs, bongs, candles, e-cigarettes/vaporizers and smoking of any legal substance) in residence; using hazardous materials or non-CSA-approved electrical appliances in residence. Obstructing residence hallways, stairwells, doorways or exits, common rooms, or other areas constituting a fire hazard. Exceeding the capacity of any room.

continued on next page

LEVEL TWO – CLASSIFICATION OF INCIDENT (continued)

Actions that **have a significant negative impact** on another individual within residence; actions that endanger the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to university property.

2.5a Inappropriate or Illegal Entry	Entering or attempting to enter any restricted area or private space without the permission of Queen's Residences or the resident. Tampering with an intrusion alarm or any secured door; tampering with locks.
2.5b Inappropriate or Illegal Entry – Residence Keys/Keycards	Unauthorized use of residence keys/keycards. This includes attempting to cut or copy keys/keycards, as well as lending keys/keycards to others.
2.6 Illegal Substances	Possession or use, in or around residence, of any narcotic or controlled substance including prescription medication, for purposes other than those for which they were prescribed. Possession of any drug paraphernalia, including, but not limited to e-cigarettes/vaporizers, and bongs.
2.7 Unsanctioned Gathering	It is prohibited to advertise, announce, organize, run, and/or host a gathering involving the consumption of alcohol, narcotics, or controlled substances.
2.8a Alcohol Quantity	Possessing large containers of alcohol including, but not limited to kegs, mini-kegs, Texas mickeys, etc.
2.8b Drinking Games	Participation in or association with drinking games or any activities that promote excessive or rapid consumption of alcohol. This includes playing drinking games with any liquid.
2.8c Promotion of Unsafe Alcohol Consumption	Any possession of items or displays that are perceived to promote unsafe alcohol consumption (e.g. funnels, trophy walls, drinking game tables, wizard staffs, etc.). Any possession or displays of empty alcohol containers exceeding the volume listed in 2.8a. Any actions that promote a drinking culture in residence.
2.8d Alcohol Purchase or Provision For Underage Residents	Purchasing or providing alcohol for underage residents or their guests.
2.9 Guests	Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level Two ResRule. (Refer to page 7 for additional details on the Guest Policy)

LEVEL THREE – CLASSIFICATION OF INCIDENT

Actions that **seriously compromise** the safety of and/or having a significant psychological impact on an individual or the residence community. May include incidents of a serious nature that are not expressly Level One or Level Two offences, complex behaviour issues, or a progression of incidents from any or all levels.

3.1a Inappropriate Behaviour	Inappropriate or disruptive conduct, whether in person or via other media including computers, electronic devices and social media, that may have a negative impact on an individual or community. Such conduct may include behaviour that is discriminatory and/or harassing as set out in the university's Harassment/Discrimination Complaint Policy and Procedure; also included is any form of personal harassment or behaviour that is retaliatory in nature.
3.1b Hazing	Initiating or attempting to initiate any activity that requires or expects from someone who wishes to join (or to maintain full status) a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness or consent to participate.
3.2 Violence	Any action that results in harm or has the potential to harm an individual or individuals. These actions include physical assault and threats (e.g. verbal, physical, or electronic) of violence.
3.3 Fire Equipment or Fire Alarms	Tampering with, damaging, discharging and/or operating fire prevention equipment or detection equipment for any purpose other than the control of fire. This includes, but is not limited to, hanging materials from sprinklers or detectors and covering or disarming smoke detectors.
3.4 Inappropriate or Illegal Entry	Attempting to gain or gaining access to restricted areas such as roof, offices and maintenance or courtyard areas; tampering with an elevator.
3.5 Illegal Substances	Possession or use, in or around residence, of any narcotic or controlled substance, including prescription medication, for purposes other than those for which they were prescribed, and includes administering, delivering, giving, selling, sending, transferring, or transporting a controlled drug(s) or substance(s) to others, which may be inferred by the circumstances surrounding the possession including but not limited to factors such as: quantity and/or quality of the drug(s) or substance(s); the value of the drug(s) or substance(s) or the presence of related drug paraphernalia.
3.6 Weapons	Possession of items such as knives, martial arts weapons, firearms, pellet or B.B. guns, or replica weapons.
3.7 Theft	Taking, or attempting to take, without permission, the belongings of another individual.
3.8 Guests	Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level Three ResRule. (Refer to page 7 for additional details on the Guest Policy.)

PLEASE NOTE:

A complete copy of the ResRules can be found on our residence website at residences.housing.queensu.ca/resrules

If there is any discrepancy between information in this guide and on the website, then the website will be deemed correct.

By accepting the Queen's offer of admission to residence, residents have agreed to abide by the policies, rules, and regulations of Queen's University Residences.

It should be noted that the possibility of action in the Residence Conduct process does not preclude other remedies that may be available through the legal system.



Residences

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