Table of Contents

3 The Queen’s Student Code of Conduct
4 Resources
5 Who to Talk To
6 Guiding Principles for Residence Community Living
6 Rights and Responsibilities While Living in Residence
6 Sexual Violence
7 Residence Community Expectations
9 Residence Safety
10 Security
12 Residence Conduct Process
15 Sanctions
16 Classification of Incidents
The Queen’s Student Code of Conduct

In becoming a member of the Queen’s community, you accept the University’s policies, rules and procedures, and acknowledge 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.

You have a duty to familiarize yourself with academic and non-academic misconduct policies of the University and are required to adhere to the Queen’s University Student Code of Conduct.

Queen’s University retains the right to exercise emergency powers or to impose temporary/interim terms and conditions, pending the outcome of a proceeding, that are appropriate in the circumstances to ensure a safe residence environment.

The exercise of emergency powers, including the issuance of a Notice of Prohibition (NOP), take effect immediately and are not suspended pending appeal. Interim measures are not evidence of any finding of fact concerning whether or not there has been a violation of the Community Standards.

By accepting your Queen’s offer of admission to residence, you have agreed to abide by the standards, policies, and behavioural expectations of Queen’s University Residences.

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.

PLEASE NOTE: The most up to date version of the Residence Community Standards can be found on our website at residences.housing.queensu.ca/residence-conduct

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

**RESIDENCE DEPARTMENTS**

**Residence Life**  
110C Victoria Hall  
613-533-6790 (reslife@queensu.ca)

**Residence Admissions**  
051D Victoria Hall  
613-533-2550 (reshouse@queensu.ca)

**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**

- Barb Lotan – Sexual Violence Prevention and Response Coordinator  
  613-533-6330 (bjl7@queensu.ca)
- Frontenac Mental Health  
  613-544-4229 (24 hours)
- Good2Talk  
  1-866-925-5454 (24 hours)
- Hotel Dieu Urgent Care Centre  
  613-546-1240 (8 am – 8 pm)
- Kingston Detox Centre  
  613-549-6461 (24 hours)
- Kingston General Hospital  
  613-549-6666 (24 hours)
- Queen's Office of Faith and Spiritual Life  
  613-533-2186 (chaplain@queensu.ca)
- Queen's Student Wellness Services  
  613-533-2506 (health.services@queensu.ca)
- Queen's Human Rights Office  
  613-533-6886 (hrights@queensu.ca)
- Queen's Student Counselling Service  
  613-533-6000 x78264 (counselling.services@queensu.ca)
- Queen's Walkhome  
  613-533-WALK (9255) (8 pm – 2 am)
- Sexual Assault Centre Kingston  
  1-877-544-6424 (sack@sackington.com) (24 hours)
- Telehealth Ontario  
  1-866-797-0000 (24 hours)
- Telephone Aid Line Kingston (TALK)  
  613-544-1771 (7 pm – 1 am)

**FRONT DESKS**

**Victoria Hall**  
613-533-2531  
(Victoria Hall, Graduate Residence/ JDUC, Harkness Hall)  
Open 24 hours

**Leggett Hall**  
613-533-2551  
(Adelaide Hall, Ban Righ hall, Chown Hall, Morris Hall, Leggett Hall, and David C. Smith House)  
Open 24 hours

**Jean Royce Hall**  
613-533-2551  
Open 24 hours

**Waldron Tower**  
613-533-6724  
(Monday – Friday: 8 am – 12 pm and 4 pm – midnight)

**Watts Hall**  
613-533-3215  
(Watts Hall, Brant House, Gordon Brockington House, Leonard Hall, McNeill House)  
Open 24 hours
Who to Talk To

RESIDENCE CONDUCT OFFICE
The Residence Conduct Office provides training, support, and education to members of the residence community. The Conduct team is responsible for ensuring the effective operation of the Residence Conduct process and provides advice to students regarding the Residence Community Standards. Questions or concerns about the Residence Conduct process should be directed to the Residence Conduct Coordinator or Manager, Residence Conduct at residence.conduct@queensu.ca, 613-533-2965 or visit the office in Doon Victoria Hall.

RESIDENCE LIFE COORDINATORS (RLC) & ASSISTANT RESIDENCE LIFE COORDINATORS (ARLC)
Residence Life & Assistant Residence Life Coordinators are full-time professional live-in staff responsible for establishing a vibrant residence community that provides feedback, mentoring, and support to residents through various interactions such as student conduct and behaviour management, educational programming, team development and student staff supervision, and crisis response.

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 Nadia Sawaya Fehr (nadia.sawayafehr@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 and 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 the 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 or 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 Community Standards are upheld. They perform investigations, hold meetings with students, and work with Residence Council to program events for their communities.

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.

STUDENT WELLNESS SERVICES
Student Wellness Services supports the personal, academic, and social development of students at Queen's University by providing a range of programs and services including: health services, counselling services, accessibility services, and health promotion. For additional information please call 613-533-2506 or email health.services@queensu.ca.
Guiding Principles for Residence Community Living

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

The Residence Community Standards, 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. You are expected to uphold a high standard of respect for all members of the community, including Residence and University staff members.

- You are responsible for reading and familiarizing yourself with this handbook, the Queen’s University Student Code of Conduct, and all relevant provincial and federal laws;
- You 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;
- You are responsible for reporting any incidents of misconduct where there may be a risk of harm, a possible violation of the Community Standards, or a negative impact on the dignity of any other resident;
- You have the right to be heard when voicing a concern;
- You are responsible for checking your Queen’s email frequently, responding to all meeting requests, attending scheduled meetings or hearings, and completing any assigned sanctions.

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 disclosures and reports. 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 bj7@queensu.ca, via phone 613-533-6330, or visit her office at B520 Macintosh-Corry Hall.
Residence Community Expectations

ALCOHOL AND SUBSTANCE USE

Queen’s is committed to fostering a campus culture that endorses healthy, responsible and low-risk consumption practices among students. During Orientation Week, September 1st – 9th, all sanctioned Orientation activities are substance free. This also means no alcohol or substances are allowed in residence during this time.

While many residents choose not to consume alcohol, if you are 19 or older, you may responsibly consume alcohol in residence (but only after September 9th), as long as you do so in your residence room and in accordance with the Community Standards.

CANNABIS

Before you consider using recreational cannabis, it is important to know and understand the facts and policies about its use. Just like with alcohol and other drugs, there are existing laws and policies in place. This includes the Residence Community Standards and Queen’s Student Code of Conduct.

While there are Community Standards that specifically address cannabis use – these will not take effect until the date of legalization. Cannabis is still an illegal substance until it becomes legal on October 17th, 2018.

Mail deliveries of cannabis require proof of legal age of consumption upon pickup and will not be accepted. Please make alternative pickup or delivery arrangements.

If you have a prescription for medical cannabis use, please contact reshouse@queensu.ca to fill out an special consideration form.

GUEST POLICY

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

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

You are responsible for informing your guest(s) about this policy and the Residence Community Standards. Any violation of the Guest Policy, failure to cooperate with staff, or violation of the Residence Community Standards will result in guest(s) being escorted out of the building and they may be required to find alternate accommodations outside of residence.

You are permitted a maximum of 2 guests at any one time and you must accompany them at all times.

You are limited to hosting overnight guests for no more than 3 consecutive nights. Hosting overnight guests in shared accommodations requires consent from your roommate(s).

You are responsible for your guest(s)’ behaviour during their visit – even if you are not present. This includes but is not limited to any violations of the

Residence Community Standards or charges associated with damages

- Overnight guests will not be permitted during Orientation Week September 1st – 9th, 2018. This period begins on move-in day and ends at 8am on September 10th, 2018.
- Guests will not be permitted in residence during Queen’s Homecoming Weekend October 19th – 21st, 2018.
- Guests will not be permitted in residence on the St. Patrick’s Day weekend: March 16th – 17th, 2019.

Residence Life may restrict guest access throughout the academic year.

MAIL

We do not accept items or packages at the desk that require proof of age upon pickup. Desk staff or other parties cannot sign for these on behalf of the resident. If a package requiring proof of legal age upon pickup is delivered to a residence, it will be returned to the sender. When ordering packages that require proof of age upon pickup, you must make alternative delivery or pick up arrangements.
NOISE

- Courtesy hours are in effect 24 hours a day, 7 days a week. You are expected to be mindful of the impact your 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. You will be notified when Quiet Hours are extended.

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:

- Any illegal substances, unprescribed narcotics, or controlled substances.
- All candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers, and flammable liquids.
- Cannabis plants.
- Extra furniture.
- Glass beer bottles, large containers of alcohol such as kegs, or any alcohol container exceeding 1 litre.
- Halogen lamps, sunlamps, or hydroponic systems and/or equipment.
- Hazardous materials such as gasoline, propane tanks, barbecues, fuels, corrosives, or explosives.
- Items that promote unsafe alcohol consumption (e.g. drinking games, drinking game tables, trophy walls, funnels, or other drinking paraphernalia).
- Large stereos or subwoofers.
- Pets – other than service animals as defined by the Service Animal Policy.
- Small appliances including, but not limited to kettles, coffee makers, hot plates, toasters and toaster ovens, electric blankets, microwave ovens, air conditioners etc. Coffee makers include Tassimo, Keurig, and other similar machines. Queen’s Residences reserves the right to inspect, remove or request the removal of any prohibited cooking appliances or electrical devices.
- Weapons including large knives, martial arts weapons, firearms, pellet and/or BB guns, or replica weapons. If weapons are required for an extracurricular activity (such as martial arts) please make arrangements 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. Accommodation requests should be submitted to reslife@queensu.ca.

Prohibited items which have been surrendered to Residence Life staff will be kept for a period of 30 days. After this period, any unclaimed property will be sent to a local charity or disposed of. Queen’s Residences are not responsible for any lost or damaged property that is surrendered to Residence Life staff.

If you would like to schedule an appointment to discuss the return of an item, please contact residence.conduct@queensu.ca. We require at least 24-hours notice.

SERVICE ANIMALS

Queen’s University is committed to the inclusion and accommodation of students with disabilities. This includes the presence of Service Animals within all aspects of University life, including living in residence. Residence Life will work directly with Partners, who will sign a behavioural contract specific to residence after move-in. Partners may be held accountable for behaviour of their service animal that is considered a violation of the Residence Community Standards. For additional information, please see our Service Animal Policy.
Residence Safety

COOKING

- Some residence common spaces provide facilities for residents to cook. You may not cook in your residence room or in hallways.
- Do not leave any cooking unattended. You will be held accountable for cooking-caused fire alarms.
- You 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 CSA approved (radios, hairdryers, etc.).
- Queen’s Residences reserves the right to inspect, remove, or request the removal of electrical devices.

EVACUATION PROCEDURES

- On hearing the fire alarm, you must leave immediately by the nearest exit in an orderly manner. Do not use elevators during an alarm.
- Failure to evacuate in a timely fashion is a violation of the Community Standards.
- 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 emergency personnel of their location.
- If you have an accessibility requirement (e.g. difficulty waking up) that hampers your ability to evacuate immediately when an alarm sounds, please notify Residence Admissions (reshouse@queensu.ca) and your Don when you move in.

FIRE AND LIFE SAFETY EQUIPMENT

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.

Any individual who tampers with, modifies or covers any smoke alarm, can be charged under the Fire Code and held accountable under the Community Standards.

Do not hang anything from the sprinklers. You will be held financially responsible for damages caused by intentionally or unintentionally triggering the sprinkler.

All residents are required to immediately report any malfunctioning fire or life safety equipment to Residence Facilities or Front Desk. This includes but is not limited to: smoke detectors, fire extinguishers, window limiters and/or screens, and missing or damaged ceiling tiles required by Fire Code. Failure to report may result in a Community Standards violation.
Security

Residence is committed to keeping all residents and residence property secure. If you have any concerns about your personal or community safety, please report these concerns to your Don or to Campus Security. Dons are on call between 8pm and 7am daily and can be reached by calling your designated front desk. Campus Security can be reached at 613-533-6111 (emergency) or 613-533-6733 (non-emergency). You are also encouraged to download the SeQure app or visit the Campus Security and Emergency Services website.

You have a responsibility not to allow individuals without keys into the residence behind you and you should report suspicious persons to your Don or Campus Security.

INSURANCE

• Insurance carried by the University does not cover personal possessions and the University does not assume any liability for lost, stolen or damaged items of personal property, no matter how the damage was caused. You are responsible for arranging insurance coverage for any personal property you bring into residence.

LOCKS, DOORS, AND KEYS

• It is important to carry your keys/keycard with you and keep your residence room locked at all times.
• Keys and keycards are the property of Queen’s Residences. You should only be in possession of residence keys/keycards that have been issued to you by Residence Facilities. It is a violation of the Community Standards to copy or lend keys/keycards to another person.
• Your keys are a complete set. Do not tamper with or separate your key set.
• If you have locked yourself out of your room, lost your keys/keycard, or had them stolen, please contact your respective front desk.
• Failure to return keys/keycards when checking out of residence will result in a replacement charge on your SOLUS account.
• Malfunctioning locks must be reported immediately to Residence Facilities.
• Forcing open a locked door is a violation of the Community Standards and may result in a damage charge.
• All key related charges will be posted to your SOLUS account.
MAINTENANCE AND DAMAGES

- You will be held financially responsible for any damage, loss, or neglect occurring in your assigned room.
- In order to ensure that you are not charged for existing deficiencies or damages that exist in your room when you move in, you should complete a Room Assessment Form on-line as soon as you move in.

- If you change rooms, you are responsible for completing a new Room Assessment Form.
- 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.
- You may also be subject to charges for any damage as a result of your actions or behaviour in residence which fall outside of the Residence Conduct process.

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 Acceptable Use of Information Technology Resources Policy will result in administrative consequences which may include disciplinary action up to and including termination of the Residence Agreement.

ROOM ENTRY

Residence staff have the right to enter your 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 Community Standards 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 your room for the purpose of cleaning, maintenance and/or inspection of facilities.

- Whenever possible, Residences will provide notice when we require access to your room.
Residence Conduct Process

Decisions making in the Residence Conduct process is based on the balance of probabilities standard. Failure to attend a meeting will result in a decision being made without your input. You have a right to confidentiality within this process. Your conduct history and information is not shared with third parties. If you have questions about an outcome, please contact the Residence Conduct Office at residence.conduct@queensu.ca

POINTS
You 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 if a resident has accumulated eight (8) points or as outlined in the sanctions descriptions.

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

INITIAL INCIDENT
The first violation 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) or Assistant Residence Life Coordinator (ARLC).

PROGRESSION OF POINTS
For incidents considered Level One or Level Two by nature where a resident has accumulated six (6) or more points, the investigation and adjudication will be performed by the Residence Conduct Coordinator.

LEVEL THREE
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 Conduct Office or designate.

APPEALS
Level One or Two
Residents must complete and submit an appeal form within five (5) business days of the date on their decision letter. Forms can be accessed via the Residences website.

Appeals will only be granted if they can demonstrate:
- Significant procedural irregularity; or
- New information not previously 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 of a decision letter are not grounds for an 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. The Board will hear statements from all parties, review investigation information, and may uphold, overturn, or change findings of responsibility.

Level Three
Residents may submit their appeal to the Office of the University Ombudsman within 14 days of the date on their decision letter. The grounds for appeal are outlined by the Policy on Student Appeals, Rights and Discipline.
INCIDENTS INVOLVING STAFF
The University is committed to preventing workplace discrimination and harassment, and addressing and responding to any reports and complaints of harassment and/or discrimination in the workplace. For additional information, see the Interim Workplace Harassment & Discrimination Policy. Incidents that may involve improper or offensive conduct towards staff may be heard by a member of the Residence Life Leadership 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 you using your @queensu.ca email account. Correspondence will be deemed to have been received and read two (2) 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. Residence Life retains discretion to impose interim measures that are appropriate in the circumstances to support a safe campus and residence environment.
Incident is documented

First Documentation

Residence Facilitator

Level 1 or 2

1-3 points

Residence Facilitator

4-5 points

(A)RLC

≥ 6 points

Residence Conduct Coordinator

Second+ Level 2

(A)RLC

≥ 6 points

Residence Conduct Coordinator

Level 3

Residence Conduct Office

NAMIO

Student Conduct Office

Residence Conduct Office
Sanctions

Outcomes of the Residence Conduct process are designed to educate all residents on the consequences and impact of inappropriate behaviour. Listed below are examples 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, the Residence Conduct Office, or their designate.

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

**EDUCATIONAL ASSIGNMENT** – 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 assignments are not in any way academic penalties, and do not affect your academic record.

**BEHAVIOURAL AGREEMENT** – a formal document that requires you to meet specific behavioural standards. This includes, but is not limited to: access restrictions, loss of guest and other privileges, regular meetings with a professional staff member, etc.

**RESTITUTION** – any damage, clean-up, neglect or replacement charges resulting from any incident or situation where a resident is found to be responsible. This includes any charges incurred by guest(s).

**EARLY DISMISSAL** – All residents are required to move out 24 hours after the completion of their last exam in April. Early dismissal requires residents to move out by a designated deadline.

**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 suspension 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 completion of sanctions, please contact the Residence Conduct Office at residence.conduct@queensu.ca or 613-533-2965. You 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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1a Failure to Cooperate</td>
<td>Failure to comply with any reasonable instructions or request of any staff member of Queen's Residences, Hospitality Services, Queen's First Aid, Student Constables, Campus Security and/or Emergency Services or any other University or public official. Failure to complete any sanction or outcome assigned within the Residence Conduct process.</td>
</tr>
</tbody>
</table>
| 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:  
  - The use of e-cigarettes, vaporizers, or the smoking of any legal substance within nine (9) meters of any residence building. In accordance with legislation, cannabis can’t be smoked anywhere in public;  
  - Generating, causing, or permitting a cannabis smell that is detectable outside of a residence room, in a shared room, or by roommates;  
  - 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 Underage Possession of Cannabis | Possession of cannabis, cannabis byproducts, including but not limited to oils, products considered edibles, seeds, or plants. Possession of cannabis accessories, including but not limited to bongs, grinders, pipes, and vaporizers, in or around residence while under the age of 19. |
| 1.4 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. |
| 1.5 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. |
| 1.6 Dye and Paint | Entering a residence building or dining hall with dye or paint on skin or clothing. Using dye in residence. |
| 1.7 Guests | Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level One Classification. |
## 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, Hospitality Services, Queen's First Aid, Student Constables, Campus Security and Emergency services or any other university or public official where such failure endangers the health or safety of self or others. 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:
- 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 or residence retail location;
- Soliciting door-to-door or operating a business not approved by Residence Life in residence.

### 2.2a Theft
Taking, or attempting to take, or relocate University or residence property without permission.

### 2.2b Theft from Dining Hall or Residence Retail Location
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 or residence retail location. 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 affecting 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 fire 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, tampering with locked key rings, 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 illegal drug paraphernalia.

2.7 Unsanctioned Gathering
It is prohibited to advertise, announce, organize, run, and/or host a gathering involving the consumption of alcohol, cannabis, 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 of displays of empty alcohol containers. 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.

2.9a Cannabis in or around Residence
Participation in or in association with the manufacturing, cultivating, growing, preparing, smoking, vaping, or consuming a cannabis product by inhalation in or around residence. Consumption in any form is prohibited in public spaces. Possession of more than 30 grams of dried cannabis or equivalent while over the age of 19.

2.9b Promotion of Unsafe Cannabis Culture
Any possession of items or displays that are perceived to promote unsafe cannabis consumption. Any actions that promote a cannabis culture in residence.

2.9c Cannabis Provision or Purchase for Underage Residents
Purchasing or providing cannabis or cannabis byproducts for underage residents or guests.

2.10 Guests
Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level Two Classification.
LEVEL THREE – CLASSIFICATION OF INCIDENT
Actions that seriously compromise the safety of and/or have a significant psychological impact on an individual or the residence community. May include incidents of a serious nature that are not expressed in Level One or Two offences, complex behaviour issues, or a progression of incidents from any or all levels.

3.1a Inappropriate Behaviour
Any action or behaviour that has a significant impact on any member of the residence community. This includes actions that may be considered, but are not limited to, harassment, discrimination, threats, coercion, intimidation, or any action that is retaliatory in nature. Inappropriate or disruptive conduct, whether verbal, written, graphic, electronic, or physical, including but not limited to via computer, electronic device, or over social media. Any act that causes another person to consume any substance without their consent.

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 in, a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of that person's willingness to consent or 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 and Life Safety Equipment
Tampering with, damaging, and/or misusing fire prevention, detection, or life safety equipment. This includes, but is not limited to, hanging materials from sprinklers or detectors, covering or disarming smoke detectors, damaging or tampering with ceiling tiles or window screens, and throwing or dropping items out of residence windows.

3.4 Inappropriate or Illegal Entry
Attempting to gain or gaining access to restricted areas such as roofs, offices and maintenance or restricted 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) and/or the presence of related drug paraphernalia.

3.6 Weapons
Possession of items such as knives, martial arts weapons, firearms, pellet or BB 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 Classification.