

ANTI-RACISM POLICY

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Policy Administrator:	Executive Director, People & Culture	Review Scheduled:	Every 4 years
Approver:	Executive Committee		
The official controlled version of this document is held with the Legislative Compliance /Policy & Procedure Coordinator.			

A. POLICY STATEMENT

Keyano College affirms its commitment to the principles of equality and equity for all individuals, as outlined in the Alberta Human Rights Act (AHRA), the Canadian Charter of Rights and Freedoms (CCRF), and the United Nations Universal Declaration of Human Rights. The College upholds human rights by implementing measures that foster respect, fairness, and inclusion across its community.

Keyano College strives to create and maintain an environment where every person is treated with dignity and respect, free from racism, discrimination, and harassment. In alignment with this commitment, the College actively works to address racism and promote anti-racist practices. The purpose of this policy is to provide a clear and accessible process for reporting concerns related to racism, racial harassment, or bullying, ensuring that individuals can do so without fear of retaliation.

1. Guiding Principles

- 1.1 Keyano College recognizes and values the racial and ethno-cultural diversity within its community as a source of excellence, enrichment, and strength.
- 1.2 The College acknowledges the existence of historical and ongoing racism and is committed to ensuring that all operations, governance, and daily practices are conducted in a manner free from racism.
- 1.3 The College affirms its responsibility to take proactive and educational measures to foster a campus culture that rejects racism and racial harassment in all forms.
- 1.4 The College will hold to account any individual of our community who engages in or is responsible for acts of racism or racial harassment.

2. SCOPE

This policy applies to all members of the Keyano College community, including students, employees, senior leadership, members of the Board of Governors, contractors, and visitors

to College premises. It also extends to individuals participating in College-sponsored activities or events, whether on campus or off campus.

The policy covers:

- 2.1 Conduct occurring on College property; and
- 2.2 Conduct occurring off College property that has a direct and negative impact on the student experience, employee well-being, or the College's operations. Examples include, but are not limited to:
 - a) College-organized or College-sanctioned off-campus events.
 - b) Off-campus activities where individuals are acting as official representatives or delegates of the College.

Important Note: This policy does not address incidents of gender-based or sexual violence, which are governed by the College's Gender-Based and Sexual Violence Policy or the Respectful Workplace Policy and related procedures.

3. STATEMENT ON RESPECTFUL DISCOURSE

Keyano College upholds the fundamental doctrine that it must work directly in building a society that advocates the principles of freedom of thought and expression. A community where teaching, research, and academic freedom flourish includes an environment where freedom of expression, speech, and belief are safeguarded and exercised in a culture of mutual respect; where an open exchange of diverse points of views is encouraged; and where every member of the community, including visitors, can work, live, teach, and learn free from racial harassment and discrimination.

4. STATEMENT ON INTERSECTIONALITY

Keyano College is home to a diverse community. It recognizes that individual experiences of racism or racial harassment are often affected by factors including but not limited to race, sex, ancestry, ethnicity, language, ability, faith, age, socioeconomic status, sexual orientation, gender identity, and gender expression. Keyano College is committed to making every effort to understand how experiences of racism intersect with other forms of inequality and systemic discrimination.

5. CONFIDENTIALITY

Confidentiality is a key principle in creating an environment where individuals feel safe to make a complaint and seek support. The College falls under Alberta's Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) which concerns both the protection and disclosure of records. While information will be kept fully confidential as much as possible and according to the law, limited disclosure may be required to investigate complaints, respond, and support and advise the College community.

6. INCIDENTS OF VIOLENCE

If there is harm or risk of imminent harm, 911 should be contacted immediately followed by a report to Security.

7. REPORTING MECHANISM

All employees must report racism and harassment experienced or witnessed as soon as they are able to do so safely. The reporting mechanism is detailed in Section 8. Keyano College has a responsibility to investigate all complaints under this Policy.

8. COMPLAINT LOGGING AND HANDLING

The College's employees, contractors, and vendors are governed by Respectful Workplace Policy and Respectful Workplace Complaint Procedure. Complaints can be logged as per the options available in the Respectful Workplace Complaint Procedure (paragraphs 2.1-2.4). Handling of the complaint case will be in line with the outlined complaint procedures.

Safe Disclosure Policy and Procedure are closely related to the process and offer the option of reporting and handling of the confidential disclosure through [Confidence Line | Keyano College](#).

The College's Students are governed by Student Complaint Policy and Procedure and Non-Academic Misconduct Policy and Procedure. Students can report any concerns via Keyano College website: [Student Affairs and Conduct Reporting | Keyano College](#).

9. REMEDIAL ACTION

As part of the formal complaint resolution process, the appropriate sanction(s) and/or remedial action(s) will be imposed and in compliance with applicable Collective Agreements, College Policies, or legislation. The purpose will be:

- a. to end behaviour associated with the complaint,
- b. to educate the respondent(s),
- c. to prevent reoccurrence of the behaviour(s),
- d. to remedy damage and support healing, and
- e. to foster anti-racist practices, attitudes, policies, and systems within the institution.

10. POLICY VIOLATIONS

Any individual who is found to be in breach of this Policy may be subject to disciplinary action which shall be taken in accordance with the provisions of the applicable collective agreement, terms and conditions of employment, or College's policies including:

- Gender-Based and Sexual Violence Policy and Procedure
- Non-Academic Misconduct Policy and Procedure
- Employee Progressive Discipline Policy and Procedure
- Code of Conduct
- Respectful Workplace Policy and Respectful Workplace Complaint Procedure

B. DEFINITIONS

(1)	Anti-racism:	means the active process of identifying and eliminating racism by changing systems, organizational structures, policies and practices and attitudes, so that power is redistributed and shared equitably (Government of Canada, 2023).
(2)	Collective Agreement:	means any collective agreement between the Board of Governors of the college and i. The Keyano College Faculty

		Association ii. The Canadian Union of Public Employees, Local 2157 (CUPE), or iii. Any other association or union representing college representatives, in each case, in effect at the relevant time.
(3)	College:	means Keyano College.
(4)	Complaint:	means an account (written or verbal) of an incident of racism or racial harassment submitted for the purpose of initiating an investigation and resolution process.
(5)	Conduct:	means anything said, written, done, or distributed, in print or electronically, that may be classified as racism or racial harassment.
(6)	Contractor:	means any person who does not identify as an employee or student, who the College contracts to provide goods or services to the College.
(7)	Diversity:	means the recognition and acknowledgement of individual differences such as education, age, gender, race, sexual orientation, ability or disability, religion, ethnicity, culture, or any other characteristics that shape an individual's attitudes, perspectives, behaviours, and opportunities.
(8)	Policy:	means the Anti-Racism Policy.
(9)	Race:	means socially constructed differences among individuals based on ancestry, place of origin, skin colour, ethnic origin, and citizenship.
(10)	Racial Harassment:	means the vexatious expression of racism. It includes any action, intentional or not, that has the effect of singling out individuals based on their race, and imposing burdens on them and not on others, or withholding or limiting access to benefits available to other members of society. This includes physical assault or interference; inappropriate display or transmission of material that is racist, ethnic, or religious in a demeaning manner; and racist jokes, microaggressions, or comments that are insulting, demeaning or derogatory towards a person because of race.
(11)	Retaliation:	means to take, or to direct another person to implement any of the following measures against anyone who has, in good faith, sought advice about making a disclosure, co-operated in an investigation under this policy, declined to participate in wrongdoing, or done anything in accordance with this policy. This can be any measure such as: <ul style="list-style-type: none"> • dismissal, • disciplinary action or reprimand, • demotion, • discontinuation or elimination of a job, • change of location, • reduction in wages, • unfair scoring of marks • suspension, • imposition of any penalty, • harassment,

		<ul style="list-style-type: none"> • discrimination or, • any other occurrence that adversely affects working and learning conditions.
(12)	Visitor:	means any individuals on campus or at College events who are not faculty, staff, students, contractors, consultants or volunteers engaged in activities related to their work, studies or contract with the College.
(13)	Workplace Bullying:	<p>means unreasonable behaviour directed toward an employee or group of employees that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades, or humiliates another individual. The most common types of bullying are:</p> <ul style="list-style-type: none"> • Verbal abuse • Cyber-bullying • Exclusion or isolation of employees • Constant non-constructive criticism of another's work • Attempts to humiliate, intimidate, or undermine staff • Assignment of meaningless tasks unrelated to the job • Assignment of impossible tasks • Deliberately changing work rosters to inconvenience employees • Deliberately withholding information vital for effective work performance. <p>Workplace bullying does not include:</p> <ul style="list-style-type: none"> • Reasonable and proper application of management responsibilities such as performance appraisals, coaching, discipline, attendance management, and the application of performance standards • Complaints about legitimate and reasonable performance and management process, disciplinary action, or allocation of work in compliance with Collective Agreements and Employment standards.

C. RELATED POLICIES

- Academic Integrity Policy
- Academic Standing Policy
- Code of Conduct
- Employee Progressive Discipline Policy
- Freedom of Speech Policy
- Gender-Based and Sexual Violence Policy
- Grade Appeal Policy
- Non-Academic Misconduct Policy
- Privacy Policy
- Respectful Workplace Policy

- #### D. RELATED LEGISLATION

- ## E. RELATED DOCUMENTS

- ## F. REVISION HISTORY

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