
Conduct Policy

As a participant in CAM, you are required to follow the guidelines set out in this Conduct Policy. In addition to this conduct policy, participants are responsible for acquainting themselves with the rules and regulations of all facilities they use during the CAM program, including, but not limited to, the community training facility, university or college classrooms, WEM classrooms, and housing facilities.

Read through this conduct policy carefully as you will need to sign that you have agreed to its terms.

Participant Rights, Freedoms, and Responsibilities

- Everyone has the right to recognition as a member of the CAM Program and to be addressed in a respectful manner.
- Everyone has the right to freedom of thought, conscience and religion. This includes the right to hold opinions without interference and to seek, receive, and impart information and ideas responsibly.
- Everyone has the right to keep his or her home private. No person is required to open their work-placement housing to use by other participants or friends of participants. It is the choice of the participant, based on the housing contract, who is permitted to enter the housing.
- Everyone has the right to life, liberty, and security of person. They are endowed with reason and conscience and should act responsibly towards one another in a spirit of an inclusive community.

Expectations of CAM Program

1. Participants must conduct themselves in a responsible manner. The following behaviors shall constitute improper conduct:
 - Threatening to subject or subjecting any person to physical or mental harassment, indignity, injury, or violence.
 - Distributing, disrupting, or interfering with studies or classes or work activities of teachers or other participants.
 - Intentionally damaging or destroying classroom or work term accommodation property.
 - Unauthorized use of training or work-placement housing facilities.
 - Participation in unauthorized or hazardous activities.
 - Failure to obey instructions from CAM staff and work-placement housing management.
2. Participants must respect other people's rights to health and security.
3. Participants are responsible for communicating with CAM staff to solve any problems or concerns they may encounter during training and during the work placement.
4. Participants must accept the CAM Attendance Policy.

5. Participants are responsible for making use of the services of Eagle Urban, community mentorship opportunities, workplace mentoring program, employer training opportunities, and any extra-curricular activities offered through CAM.
6. Participants are responsible for adhering to the technology policies of CAM, workplaces, and work-placement housing.

Expectations of Housing Authorities

Roseman Executive Suites

Acceptable Behavior

The following activities illustrate acceptable behavior at the CAM provided housing.

- Parking in your assigned parking space
- Smoking in designated areas only
- Respecting the quiet time of 10:00 pm until 7:00 am
- Contacting the caretaker for maintenance issues
- Contacting the property manager about any concerns
- Using the laundry rooms from 8:00am to 9:00pm

Unacceptable Behavior

- The following activities are unacceptable and participants who engage in one or more of these activities will face possible dismissal from the program.
- You are not permitted to smoke in the building.
- You and any guests must follow the quiet time rules from 10:00 p.m. until 7:00 a.m.
- You are not permitted to throw any items (including garbage) from the balconies. You are responsible for ensure any items left on the balcony are secure and will not blow away in the wind.
- You are not permitted to have any parties or to exceed reasonable noise levels. Other families live in the apartment and they too have work and responsibilities that you must respect.
- You are not permitted to paint, mark or make holes in any of the walls.

Expectations of Housing Authorities continued

- You must follow all instructions for use of the appliances and must use them only for their intended purposes.
- You must use your apartment's designated parking spot. Your vehicle will be towed at your expense if you park in any other spot.

It is your responsibility to speak to the housing caretaker about any maintenance concerns. For example, if a light bulb in a hallway is burnt out or your dryer is not working, you can contact maintenance.

The caretaker is _____ and he lives in unit _____. You can reach him at 204-555-5555.

The property manager will help you with any housing-related concerns or complaints. For example, if someone has parked in your parking spot or your neighbors are not respecting the noise levels, you should contact the property manager.

The property manager is _____ and her number is 204-555-5555.

Procedure

Unacceptable Behavior

If CAM personnel believe a participant has or is displaying unacceptable behavior, a CAM employee will contact the participant to discuss the behavior. The CAM employee will speak to the participant, as well as other parties involved, if any, to determine the nature of the problem. The CAM employee has the discretion to make decisions based on repeat behavior issues.

If the property manager has grounds for evicting a participant because of illegal activity or repeated unacceptable behavior, he/she will contact CAM and immediately evict you from the premises.

Illegal Activity

In cases of emergency or illegal activity, CAM reserves the right to contact police or medical authorities directly without first informing the CAM participant. Participation in any illegal activity results in an immediate and permanent removal of a participant from the program.

Illegal activities include:

- Possession, selling or otherwise furnishing a firearm.
- Possession of any explosive device.
- Possession of any illegal drugs.
- Buying or selling illegal drugs.
- Any other criminal activity as outlined in the Criminal Code of Canada.

Concerns/Complaint Procedure

Participants are encouraged to resolve housing related concerns with the housing manager. Be aware that there is security officers at the housing facility who you can talk to if you have a concern. Any other concerns

Concerns/Complaint Procedure continued

or issues about the CAM program and/or its participants should be raised directly with the CAM Project Officer Dave Robertson.

- Report gender and/or sexual harassment and/or discrimination to the CAM Project Officer, either verbally or in writing.
- Any knowledge of inappropriate behavior must be reported to the CAM Project Officer.
- Participants, who have knowledge of inappropriate behavior and fail to contact appropriate personnel, will be subject to disciplinary action.
- CAM trainers and housing managers who receive reports of harassment and/or discrimination shall immediately inform the CAM Project Officer.

By signing below I agree that: 1) I understand the Expectations of this policy and will abide by them, and 2) I understand that if I violate any of the Expectations set forth in this policy, CAM has the right to suspend or expel me from the program.

Participant Name

CAM Project Officer

Participant Signature

CAM Project Officer Signature

Date

Date