

## Program Participation Guidelines

#SkillsforhireAtlantic is a place to collaborate, ask questions, discuss, get feedback and keep up to date. We've developed a set of guidelines to help you navigate the community:

### **Create Discussion**

We encourage participants to create meaningful and respectful discussion around their experiences and course work. We have a number of topic channels. Please use the appropriate channel.

### **Introduce Yourself**

All members of #SkillsforhireAtlantic are encouraged to introduce themselves in the #The-hub-English channel upon arrival. Give the community a short description of who you are and what you're working on. Feel free to share what you are looking to get out of the community, as well.

### **Thread Your Responses**

To keep our channels organized, we ask that you create conversations in Slack threads. This enables people to have multiple conversations at the same time, and keeps the channel history tidy.

### **Be Authentic**

We encourage members to use their real name and represent themselves with a profile photo.

### **Act Professional**

#SkillsforhireAtlantic is a community of professionals. Please be respectful and courteous to other members. As with any large group of people, disagreements

may happen. We understand that you'll have some differing opinions, but we still

expect courtesy during a debate, and expect you to refrain from personal attacks. Excessive use of profanity is neither professional nor respectful and will not be tolerated.

### **Maintain appropriate behaviors**

The Nova Scotia Human Rights Act prohibits sexual harassment, harassment and discrimination on the bases of age, race, color, religion, creed, sex, sexual orientation, gender identity, gender expression, physical or mental disability, an irrational fear of contracting a disease or illness, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief, affiliation or activity, or individuals associating with a person having those listed characteristics.

The following is a partial list of unacceptable and unlawful harassment behavior:

- Unwanted sexual advances.
- Visual conduct: making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs.
- Sexually explicit jokes, comments about body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Serious or rude, degrading or offensive remarks.
- Threats, intimidation or retaliation.

### **Maintain academic integrity**

- Plagiarism will not be tolerated. Ensure your work is your own. You may work with other participants, however your assignments must be in your own words.

### **Rule Violations**

Failure to adhere to the community guidelines can result in your messages being removed (at an administrator's discretion). Repeated violation will result in loss of access to the community.

We reserve the right to dismiss any participant who does not behave professionally or respectfully towards us as the administrative staff, teaching assistants or other program participants.

Violation may result in discipline up to and including dismissal from the Skills for Hire Atlantic program. Discipline may consist of a written warning, or dismissal, depending on the severity of the violation and other appropriate considerations.

### **HOURS OF WORK**

The regular office hours for DNS are 9:00 a.m. to 5:00 p.m. Monday through Friday inclusive (excluding holidays).