XIV. GENERAL INFORMATION

Diversity and Human Rights

The Office of Diversity and Human Rights located in room 337 of the University Centre. All enquiries are confidential. Office hours are Monday-Friday: 8:45a.m.- 4:45p.m. Phone: 824-4120, ext. 53000; Website: https://www.uoguelph.ca/diversity-human-rights/.

The Office of Diversity and Human Rights (DHR) is a welcoming, safe, and confidential resource for staff, students and faculty seeking information, training and support on issues relating to diversity, inclusion, equity, and human rights.

In accordance with the Ontario Human Rights Code, the University of Guelph's Human Rights Policy and Procedures prohibit harassment or discrimination on the basis of: race, colour, ancestry, place of origin (where you were born), ethnic background, citizenship, creed (religion), sex (including pregnancy), disability, sexual orientation, gender expression, gender identity, age, marital status, and family status. In some cases, discrimination includes unfair treatment on the basis of the receipt of public assistance or a pardoned criminal offense.

These Policy and Procedures documents are available at the Diversity and Human Rights website https://www.uoguelph.ca/diversity-human-rights/.

Definitions

Harassment is a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination. (as identified in the preceding section.)

Discrimination refers to any form of unequal treatment based on a Code ground that results in disadvantage, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. It may be obvious, or it may occur in very subtle ways. Discrimination needs only to be one factor among many factors in a decision or action for a finding of discrimination to be made.

Inquiries and Complaints

All members of the University community (including students, staff and faculty) have the right to seek confidential advice and information about concerns or complaints regarding harassment or discrimination. DHR may assist individuals to resolve complaints by serving as a resource to the parties involved, providing mediation, or facilitating the University's human rights concern and complaint resolution procedures. In addition, any party may consult with DHR regarding any university decision which may relate to human rights.

Services

DHR delivers training and awareness on inclusion, equity, accessibility and human rights issues to all members of the University community; connects students, staff and faculty involved in human rights disputes with trained and independent support personnel; and in collaboration with university constituents, coordinates the university's compliance with federal and provincial initiatives and legislation relating to human rights, equity, and accessibility.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'.

In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact us: Via telephone: Monday to Friday 8:30 A.M. to 4:30 P.M. EST/EDST 1-800-263-1136 (Toll Free) or 1- 514-283-8300 Via mail:

Institutional Surveys Section, Centre for Education Statistics, Statistics Canada
Main Building
SC 2100-K 100 Tunney's Pasture
RHC 13th floor
Ottawa, Ontario
K1A 0T6

Via e-mail: PSIS-SIEP_contact@statcan.gc.ca Further details on the use of this information can be obtained from the Statistics Canada website http://www.statcan.gc.ca/eng/start/ (http://www.statcan.gc.ca/eng/start).

Policy on Intellectual Property

The University's Policy on Intellectual Property can be found online: https://uoguelph.civicweb.net/document/90631/. The official version of this policy is housed with the University Secretariat. In the even of a discrepancy, the official version will prevail.

Student Rights & Responsibilities Policy

The University's Policy on Non-Academic Misconduct can be found online: https://www.uoguelph.ca/secretariat/policy/1.6. The official version of this policy is housed with the University Secretariat. In the event of a discrepancy, the official version will prevail.

University ID Cards

The University of Guelph ID Card includes the University logo, the cardholder's full name, identification number, a color photograph of the cardholder, a barcode for library check-out privileges, a magnetically encoded stripe on the back, and a brief summary of its terms of use.

The ID Card remains the property of the University of Guelph.

The card is non-transferable and must only be used by the individual to whom it is issued. Sharing or lending the card is strictly prohibited.

Cardholders are responsible for all use of their ID Card.

A Campus Card will be issued to each new student by the Campus Card office. Students must provide the required documents, such as a government-issued ID and proof of citizenship. International students must also provide a valid study permit. Students are also required to provide a clear, front-facing photograph that meets the University's guidelines.

A valid ID Card must be presented to access certain University services. Services may be denied to individuals without a valid card.

The cardholder is responsible for the safekeeping of the ID Card. Loss or discovery of an ID Card must be reported immediately to the Campus Card Office. A replacement fee applies for lost, stolen, or damaged cards.

The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.

The ID Card photo must show a clear, front-facing view of the cardholder's full face. Hats, headbands, or sunglasses are not allowed. Religious or medical head coverings are permitted but must not obscure the face or cast shadows. For individuals wearing a niqab or burka, cards may be issued by a female staff member in a private setting to verify identity.

The ID Card should be kept away from strong magnets, scratches, and physical damage to ensure it remains functional. A replacement fee will be charged for cards that are damaged or demagnetized.

The ID Card may be used for building and facility access, meal plans, library services, participating merchants, as applicable.

For more information about the Campus Card, including procedures and additional details, please visit the Campus Card (https://campuscard.uoguelph.ca/) website.