

DISCIPLINE POLICY

Adopted by the Board of Directors on November 13, 2016

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1. PURPOSE OF THE POLICY

Purpose

- 1.1. The Discipline Policy for major events sets out the standards of conduct for participants at the Confederation's major events, establishes the sanctions that can be imposed, and sets out the procedure to be followed in so doing.

Statutory Framework

- 1.2. This policy has been adopted by the Board of Directors in accordance with the article *Pouvoirs généraux* in the *Règlement général de la Confédération pour le rayonnement étudiant en génie au Québec* and article 91 of the *Companies Act* (CQLR, c. C-38).

2. DECLARATION OF PRINCIPLES

Healthy Environment

- 2.1. The Confederation wants to ensure that all of its events take place in a fraternal environment that fosters healthy competition, free of intimidation, harassment, and violence.

Commitment to a Culture Change

- 2.2. The Confederation recognizes that its interuniversity events have a history of irreverent, ribald, and mocking activities or behaviours. Nonetheless, the Confederation is committed to shifting its culture over the next several years towards the holding of events that respect the full diversity present among Quebec's engineering students. This diversity includes individuals of different origins and cultures, individuals with disabilities, and individuals holding a diversity of sexual orientations or gender identities.

The Confederation will not tolerate any action or statement that runs counter to the preceding, is unsolicited, and targets a specific individual.

Reprehensible Behaviours

- 2.3. Behaviour that is liable to cause injury to another person, whether physically or psychologically, or their property, or that is indecent in nature will not be tolerated at any event held by the Confederation and could result in sanctions being imposed on the individual in question.

Without limiting the generality of the foregoing, the following constitute reprehensible behaviour:

- 2.3.1. Damaging property, such as the event's location, the Confederation's equipment, or the host association's equipment;
- 2.3.2. Vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects a person's dignity or psychological or physical integrity
- 2.3.3. Violent actions, whether directed toward a participant, organizer, or third party;
- 2.3.4. Efforts to coerce someone, whether by force or by use of authority, to submit to ritualistic practices, challenges, or treatment of a sexual nature or that is otherwise degrading;
- 2.3.5. A participant's voluntary consumption of either alcohol or drugs that is unreasonable, illegal, or which results in a loss of control; or the promotion of overconsumption;
- 2.3.6. Behaviour that could be considered a criminal act according to any applicable laws.

Commitment

- 2.4. The Confederation, its directors, its officers, and every participant at its events commit to collaborating with any investigation underway on alleged criminal acts perpetrated during one of the Confederation's congresses, the Quebec Engineering Games, the Quebec Engineering Competition, or any other event organized by the Confederation.

Discretion

- 2.5. The Confederation reserves the right to remove any individual from an event organized under its authority, or to refuse them entry or the right to register, even without sufficient or just cause, without prejudice to the Confederation's right to demand reimbursement for any damage it or a third party may have suffered.
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3. APPLICATION DURING THE CONFEDERATION'S CONGRESSES

Directors and Officers

- 3.1. Any infraction of the principles set out in this policy, during the Confederation's regular or annual congresses, constitutes just and sufficient cause for dismissing a director or officer of the Confederation, as set out in the articles *Conseil d'administration - Destitution* and *Dirigeants – Destitution* in the *Règlement général de la Confédération pour le rayonnement étudiant en génie au Québec*.

Members' Representatives

- 3.2. Any infraction of the principles set out in this policy constitutes just and sufficient cause for removing a Confederation member's representative from its regular or annual congresses. Such a removal in no way prejudices a member's right to be represented by any other individual who meets the necessary criteria.

The Caucus or Members' Assembly may decide to exclude the individual in question for one or more assemblies. The Board of Directors may also decide to exclude the individual from any other activity during one or more congresses.

4. APPLICATION DURING THE QUEBEC ENGINEERING GAMES

The Spirit of the Quebec Engineering Games

- 4.1. The Quebec Engineering Games are a friendly competition between delegations that are composed of students from one or more of the Confederation's members' educational establishments. During them, engineering students from across Quebec are encouraged to interact through a variety of activities in a spirit of fraternity and camaraderie.

Historically, the Quebec Engineering Games are an irreverent and ribald event. They also include social activities where alcoholic beverages are likely to be served. Participants at the Quebec Engineering Games take part in the event in full knowledge of these facts and accept the spirit in which it is held.

Freedom of Choice

- 4.2. Notwithstanding the preceding, no individual is, nor can they be, obliged to participate in an event or consume alcoholic beverages.

Delegation Deposit

- 4.3. To participate in the Quebec Engineering Games, participants must pay a deposit to the Confederation, either individually or through their delegation. The Board of Directors determines the deposit amount to be paid by a delegation. Participants and their delegation accept that some or all of their deposit may be retained by the Confederation to cover its costs in any of the following circumstances:

- 4.3.1. Damages to the Confederation or host association caused by a collective action for which it is not possible to impute responsibility to a specific group;

- 4.3.2. The Confederation is forced to assume responsibility for damages, caused to a third party, for which no individual or group can be identified as responsible.

The Board of Directors is responsible for deciding on the amount to be retained and will transmit proof of the damages to any members, participants, or delegations who make the request. The process to be followed by the Board in making their decision may be determined by a policy adopted by the Board of Directors.

Age of Majority

- 4.4. By registering for the Quebec Engineering Games, participants declare that they are of full age according to Quebec law.

5. APPLICATION DURING THE QUEBEC ENGINEERING COMPETITION

Spirit

- 5.1. The Quebec Engineering Competition engages the best competitors from each of the Confederation's members' educational institutions in friendly competitions in a variety of categories. It rewards the participants' individual merit by awarding prizes and by designating Quebec's representatives at the Canadian Engineering Competition. Participants in the Quebec Engineering Competition must behave in a professional manner at all times.

Rules at the Competition

- 5.2. The Quebec Engineering Competition's organizing committee is empowered to establish any rules necessary to regulate the competition or a category. It oversees the implementation of these rules and ensures that they are respected. These rules automatically provide for penalties (e.g. to points, evaluations, or rankings), as well as participants or teams disqualification or removal from the competition, if they are found to have cheated, engaged in fraud, or otherwise contravened the rules for the competition or a category. A decision made on this matter by the responsible individuals for the competition or one of its categories is final and cannot be appealed. However, granting this power to the organizing committee in no way exempts them from their duty to have the competition's regulations adopted by the appropriate decision-making body.

6. IMPLEMENTATION OF THE POLICY AT MAJOR EVENTS

Participant Registration

- 6.1. To participate in the Quebec Engineering Games or the Quebec Engineering Competition, each participant must familiarize themselves with the present policy and accept its conditions.

The president-organizers and their respective committees are responsible for obtaining each participant's agreement during their registration. A participant's agreement can be obtained via electronic form, as long as a link to this policy is provided. Participants can also signal their agreement by signing a printed form, as long as this policy is joined to that form when it is signed.

The Confederation's directors and officers, and every member of an organizing committee, who will be participating in a major event must also familiarize themselves with the present policy and accept its conditions.

The organizing committee must ensure that every participant's registration for a major event has been approved or rejected by the Confederation's Executive Vice-President, who ensure that all relevant sanctions are being applied, as documented in the register of complaints and disciplinary measures.

Disciplinary committee

- 6.2. A disciplinary committee is hereby constituted that accepts or rejects the decision of a major event's president-organizer to impose a sanction, or the decision of the person they have appointed for that purpose, in accordance with this policy.

The disciplinary committee is composed of three members, and an alternate member, appointed by the Board of Directors. Absent such appointments, the Confederation's president, the major event's president-organizer for the following year, and the Confederation's director representing all of the member associations form the disciplinary committee; and the executive vice-president acts as the alternate member. Members of the disciplinary committee must attend the major event, or be available on three (3) hours' notice for its duration. The Board of Directors decide whether the transportation and housing costs for disciplinary committee members will be charged to the organizing committee or the Confederation, if the members are not already on site.

Complaints

- 6.3. Anyone can submit a complaint against a participant at a major event. Complaints must be submitted in writing or electronically and must include the plaintiff's name, their contact information, and detailed information about their accusation. Complaints should be addressed to the Confederation's executive vice-president, who will immediately relay them to the major event's president-organizer or the person he or she appointed for this purpose.

The Board of Directors, the organizing committee, or one of the Confederation's officers can choose to put in place a standardized form, either electronic or printed, or any other process intended to assist in submitting complaints during or after a major event. However, the existence of a standardized form or a submission procedure cannot constitute an objection to accepting complaints submitted by other means, as long as they respect the first paragraph's criteria.

Confidentiality

- 6.4. The identity of any plaintiff, as defined in the preceding article, must remain confidential, unless they expressly or implicitly consent to its disclosure.

Despite the above, plaintiff's must be advised that a decision not to disclose their identity to the accused may represent an obstacle in determining the appropriate sanction, given every individual's right to present their observations on a complaint.

Mediation

- 6.5. The president-organizer, or the person he or she appointed for this purpose, may propose that the involved parties engage in a resolution by mediation for complaints that relate solely to a personal dispute between two or more of a major event's participants.

If all of the parties to a complaint agree to mediation, the president-organizer, or the person he or she appointed for this purpose, will organize a mediation meeting that allows the parties to identify common, collective, and consensual solutions to their dispute. The mediation meeting will be facilitated by either an officer, a director, a wise-guy, or an independent mediator.

Sanctions

- 6.6. A summary investigation takes place, following any complaint or on president-organizer's, or the person he or she appointed for this purpose, own initiative, during which the accused is allowed to provide their own observations. A major event's president-organizer, or the person he or she appointed for this purpose, will then recommend either rejecting the complaint or imposing one of the following sanction on a participant having contravened this policy or disturbed the running of an event. The following recommendations can therefore be made:

- 6.6.1. Reject the complaint;
- 6.6.2. Give a verbal or written reprimand;
- 6.6.3. Removal from a competition or category;
- 6.6.4. Expulsion from the event.

Any recommendation to impose a sanction or reject a complaint must be motivated and sent in writing or electronically to the disciplinary committee's members and the Confederation's executive vice-president.

Decision by the Disciplinary committee's Members

- 6.7. The recommendation will be applied as soon as one of the following conditions is met:

- 6.7.1. All three of the disciplinary committee's members have given the executive vice-president their approval of the recommendation, either in writing or electronically;
- 6.7.2. No disciplinary committee member has communicated their reservations towards the recommendation within twenty-four (24) hours of having been notified of it;
- 6.7.3. A disciplinary committee hearing has ended in which the recommendation was approved or replaced.

When the recommendation is confirmed in accordance with paragraph 6.7.1 or 6.7.2, the executive vice-president must communicate the decision and motivations of the recommendation to the accused, the plaintiff, and the major event's president-organizer, either in writing or electronically.

Any participant who is subject to a recommendation to impose one of the sanctions given in either paragraph 6.6.3 or 6.6.4 must cease participating in the major event underway while awaiting the disciplinary committee's decision if the president-organizer of that event, or the person he or she appointed for this purpose, so requests.

Disciplinary committee Hearings

- 6.8. If one of the disciplinary committee's members is concerned about the appropriateness or severity of a recommendation, they must express their reservation to that effect within twenty-four (24) hours of the president-organizer's decision, or the decision of the person they have appointed for that purpose. A hearing of the disciplinary committee will then be called by either the executive vice-president or that member of the disciplinary committee.

The disciplinary committee will then hear both parties in the shortest possible delay, confirm or reject the recommended sanction by majority vote, and recommend any other measures it deems necessary to the Board of Directors. If it rejects the recommendation, the disciplinary committee can replace it with any of the measures provided for in article 6.6. The disciplinary committee's decisions are final.

The disciplinary committee can also recommend that the Board of Directors ban the accused from one or more of the Confederation's major events. The Board of Directors must meet within 14 days of receiving such a recommendation. The Board of Director's decision is final and cannot be appealed.

All of the disciplinary committee's decisions must be motivated and sent, in writing or electronically, to the accused, the plaintiff, the major event's president-organizer, and the Confederation's executive vice-president.

Breakages and Criminal Acts

- 6.9. The executive vice-president must advise the Confederation's president immediately after a sanction is imposed on a participant, by a major event's president-organizer, the person they have appointed for this purpose, or the disciplinary committee, in response to breakages or the perpetration of a possibly criminal act. The president must then take all necessary actions in the interest of due diligence. These may include: demanding monetary compensation, excluding a participant, or initiating legal action. Any future registrations by a participant who has failed to compensate the Confederation will be invalidated.

Register

- 6.10.A register of complaints and disciplinary measures is hereby constituted. The executive vice-president will record every complaint received, all recommendations made by a president-organizer (or the person he or she appointed for this purpose) to impose a sanction, all of the disciplinary committee's decisions, and any decisions made by the Board of Directors in relation to this policy. It must also include a list of every person to have received a sanction, including their names, their contact information, the sanction imposed, and the date on which it came into effect. The register of complaints and disciplinary measures is confidential and can only be consulted by the Confederation's directors and officers. All of the information recorded in the register will be conserved for a duration of six (6) years.

7. FINAL PROVISIONS

Language

- 7.1. In accordance with article 55 of the *Charter of the French Language* (CQLR, c. C-11), this policy was written in French. The translation of this policy will be produced and made available at the express will of the Confederation, on the one hand, and the participant, officer, director, or plaintiff, on the other.

Application

- 7.2. The executive vice-president is responsible for this policy's application.

Amendment

- 7.3. This policy can be amended by resolution of the Board of Directors.

8. TRANSLATION

French version

- 8.1. This document has been translated from the French official version.
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