

Charter of Responsibilities: Fall Orientation Volunteer Contract 2021

CUSA/RRRA/SEO, SPROSH

The Carleton University New Student Orientation Program provides new students with a holistic orientation experience – one that serves to both acclimate students to the institution and establish a strong foundation for their success. This is accomplished by empowering new students, promoting personal development, and building a stronger Carleton community.

In consideration of my participation as a Fall Orientation Volunteer during the Carleton University Fall Orientation Week, I, the undersigned, endorse and will abide by the following Charter throughout the duration of the 2021 Fall Orientation Week volunteer commitments: (Sunday September 5, 2021 at 6:00am to Saturday, September 11, 2021 at 12:00pm)

1. In order to facilitate an inclusive and comfortable environment for first year, new students, and Fall Orientation Volunteers and Staff during Fall Orientation Week, **I shall respect:**
 - a) The right of ALL students to choose when, and if, they wish to participate in Orientation Week activities;
 - b) Differences of gender, ethnic origin, religious affiliation, sexual orientation, and varying visible and invisible abilities as outlined in Carleton University's Human Rights Policy;
 - b) The entitlement of ALL students to their own space and time;
 - c) The privacy of our participating students by only contacting them for participation in Fall Orientation programs.
 - d) All rights and responsibilities set by the Department of Housing and Residence Life Services while in ANY residence facility or property. In addition, all volunteers who are also residence students will be subject to outcomes as they normally apply for infractions. The Residence Standards apply to all students while present in the Residence area;
 - e) All rights and responsibilities set by Carleton University under the Student Rights and Responsibilities Policy;
 - f) The Fall Orientation Respect, Safety, and Inclusivity Commitment.
 - g) The health and safety guidelines set forth by Ottawa Public Health, specifically for COVID-19 protection best practices.
2. **Carleton's Sexual Violence Policy** (<https://carleton.ca/studentssupport/svpolicy>): As a community, Carleton University supports and is committed to maintaining a positive learning, working, and living environment where sexual violence will not be tolerated and is treated with the seriousness it deserves. In order to facilitate an inclusive, safe, and comfortable environment for first year, new students, and Fall Orientation Volunteers and Staff during Fall Orientation Week, **I shall respect:**
 - a) Continually fostering an environment where members of the University community can live, study, and work free of sexual violence;
 - b) Recognizing that anyone can be harmed by sexual violence and that it is a fundamental affront to an individual's rights, dignity and integrity;
 - c) Seeking first to prevent and then to redress sexual violence, by safely intervening and speaking out when the University sees it occurring;
 - d) Combating broader societal attitudes regarding gender, sex, and sexuality that normalize sexual violence and undermine equality.
3. In order to facilitate a safe and positive environment for first year, new students, and Fall Orientation Volunteers and Staff during Fall Orientation Week, **I commit to not:**
 - a) Consume cannabis or illegal drugs;
 - b) Consume **ANY** alcoholic beverages, promote alcohol consumption amongst students, or purchase alcohol for **ANY** student;
 - c) Engage in fraternisation or sexual activity with student(s) registered for Orientation Week;
 - d) Encourage or participate in any form of physical, verbal, cyber, or sexual violence/assault or harassment against ANY student.
 - e) Encourage or engage in any sexualized or otherwise inappropriate online interactions (twitter, facebook, instagram, snapchat, etc.) between orientation volunteers and first year students;
 - f) Ignore any actions taken by people participating in Fall Orientation Week who have contravened the above (d) or (e). In the case of a sexual assault, we recommend that the person disclosing the information be directed to the Sexual Assault Services Coordinator for Carleton at extension 613-520-2600 ext. 8454 or at 503 Robertson Hall;
 - g) Engage in any act, language, or behaviour that portrays academic endeavours or the learning environment at Carleton University in a negative light, at the discretion of the designated Orientation Planning Group;
 - h) Engage in any language, act, or behaviour that is defined as sexist, racist, homophobic, or offensive as stipulated by Carleton's Human Rights Policy and Safe Space Policy;
 - i) Promote any external organizations, businesses or outside activities (including, but not limited to, any rushing activities by Greek organizations, non-university affiliated clubs and organizations, political parties or agendas, private parties, bars, nightclubs, and other social engagements that are not directly a part of the orientation events).
 - j) Save or keep contact information for participants for future use after Fall Orientation; emails will be provided to facilitators and team leaders as a way to invite participation to several virtual events.
 - k) Communicate with first year students through personal social media platforms and/or accept or solicit "friend requests"; this includes Facebook, Twitter, Instagram, snapchat, TikTok, and other social media platforms.
 - l) Video Record any of the virtual activities taking place through Fall Orientation; except for the specific livestream presentations that are specifically outlined to be recorded. These specific events are only recorded to be posted on Carleton University website and not for personal use.

***A violation of any item identified above can result in immediate removal of participation in Fall Orientation Week activities. In addition, a violation may require further follow-up with their designated planning group (CUSA/RRRA/SEO, EngFrosh, Sprosh) and/or a judicial hearing with the Manager of Student Conduct and Harm Reduction and/or Equity Services.**

3. I will attend and be an active participant in the **mandatory training program**. I must attend all training sessions in order to participate in Orientation Week as an Orientation Volunteer. In addition, I am aware that volunteers who are seen as disruptive and/or non-compliant during training will be asked to leave and will be removed from all Fall Orientation Week activities.

Failure to abide by this Charter of Responsibilities: Fall Orientation Volunteer Contract, or breach of any of its sections or sub-sections will be considered a serious violation and can result in immediate removal from all Orientation Week activities.

Please note I further understand and consent to being photographed for the purposes of University related promotional materials. I further understand that my participation in some livestream presentations/events may be recorded and posted on Carleton's website.

The Student Experience Office (SEO), the Carleton University Students' Association Inc. (CUSA), the Rideau River Residence Association Inc. (RRRA), EngFrosh, Carleton University, Sprott School of Business Orientation Program (Sprosh) their representatives, and all others who are involved, shall not be liable for any injury to my person or loss or damage to my personal property arising from, or in any way resulting from my participation in Fall Orientation Week 2021 and/or the activities associated with it. I understand that there are potential risks inherent in my participation in Fall Orientation Week 2021, including injuries resulting from my own personal actions, the actions or inaction of others and/or a combination of both. My participation in Fall Orientation Week 2021 serves as my acknowledgement of these risks and my willingness to assume those risks. I hereby release The Student Experience Office, the Carleton University Students' Association Inc., the Rideau River Residence Association Inc., EngFrosh, Sprott School of Business and their agents, and all others who are involved from all actions, claims, and demands that I may at anytime have now or in the future for liability of any kind arising from my participation in Orientation Week 2021 and the activities associated with it.

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Name (please print): _____ Signature: _____

Witness (please print): _____ Signature: _____ Date: ___/___/2021

All of the information collected and used on or pursuant to this form is done so in accordance with s.38(2) and s.41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information provided will not be used for any other purposes than those stated. Should you have any questions concerning your personal information please contact The Student Experience Office. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Respect, Safety, and Inclusivity Commitment (2021)

This intentional Respect, Safety, and Inclusivity commitment compliments the Fall Orientation mission statement which focuses on the holistic development of all students and facilitation of the transition process which includes the integration of all students intellectually, culturally, and socially into the Carleton community.

This commitment ensures that all students, faculty, community members and guests will be fully included and accepted, without any fear of discrimination, prejudice or harassment, regardless of their sex, race, sexual orientation, gender identity or expression, age, religious, varying visible and invisible disabilities and culture. Fall Orientation serves to provide a successful transition for all students. The commitment when upheld by volunteers and staff serves and protects individuals from hurtful or disrespectful language, coercion, violence or threats of violence to create an environment that is safe and comfortable for all.

Outcomes:

- No fear of discrimination, prejudice or harassment, regardless of their sex, race, sexual orientation, gender identity or expression, age, religious, varying visible and invisible disabilities and culture;
- Intervenes when there are disrespectful comments, personal attacks, coercion, violence or threats of violence to ensure an environment that is safe and comfortable for all;
- Upheld while on campus, off campus, and in a virtual setting and shall extend to members of the Carleton community in their relations with the university during Fall Orientation week.

Translation to Volunteer Roles During Fall Orientation:

- Respectful cheers;
- Appropriate language while participating online; both in person and in chat;
- Respectful behaviour (please see The Charter of Responsibilities above);
- Respectful language on volunteer shirts and any visible clothing;
- Respectful behavior when wearing the volunteer shirt (on or off campus and online);
- Not facilitating the use of disrespectful language on participant shirts;
- Toy weapons, alcohol, cannabis & drug paraphernalia of any kind are prohibited.
- Appropriate background and personal surrounding while hosting and joining virtual events.

Adopted by the Orientation Volunteer Training committee 2021

I, _____ have read the Respect, Safety & Inclusivity Commitment for Fall Orientation Week
(please print)

Signature: _____ Date: _____