

## Advising Online Code of Conduct

To ensure an environment of mutual respect that is inclusive and safe for all participants, Advisors and students are expected to adhere to the following standards of conduct during video conferencing and/or online appointment sessions:

### Do:

- Arrive on time for scheduled appointments, or cancel an appointment if you are unable to attend
- Come prepared with your questions, and be prepared to engage in a respectful discussion environment
- Respect the privacy and boundaries of Advisors when you are in an appointment
- Maintain the confidentiality of your classmates. If they need to contact us, they may do so
- Think about your actions on camera - if you are more comfortable meeting without video, please feel free to keep your camera off. We understand!
- Have realistic expectations for what the Advisors can provide; they may need to refer you to other departments for specific support

### Do **Not**:

- Consume substances such as alcohol, drugs, cigarettes, and/or vapes during an online appointment
- Engage in behaviour or use language that is racist, discriminatory, abusive, intimidating or rude. Advisors can and will terminate an appointment if these behaviors emerge and/or escalate
- Engage in nudity, suggestive behaviour, or sexual harassment
- Write, use, send or display information or images that are hostile, insulting to others, obscene, threatening, or otherwise offensive
- Misrepresent the identity, or assume the identity, of another person by using their login credentials. Family members, friends, and proxies must also refrain from using a student's login credentials to access University services
- Invite others to attend your online appointments, unless they have received previous permission from Advising to attend

Remember, Advisors are here to help students succeed in their programs, and to empower them to make good choices. Working in an online setting is challenging for both students and staff, but we can make it work within an environment of mutual respect and understanding.

Some helpful ECU Policy links:

- [Student Conduct](#)
- [Harassment, Bullying + Discrimination](#)
- [University Policies Page](#)

Thank you for taking the time to review this code of conduct for online settings. If you have any questions or concerns, please contact us at [aadvising@ecuad.ca](mailto:aadvising@ecuad.ca)

-Your Advising Team