

H P  
R O

+ Harassment  
Prevention and  
Resolution  
Office

#WITH  
RESPECT

LIVING  
TOGETHER IN  
HARMONY AT ÉTS

ÉTS  
Le génie pour l'industrie

## CODE OF CONDUCT

Every member of the university community has a right to the integrity of their person and their dignity, to safeguard their reputation and to be treated with respect. In upholding these rights, this Code of Conduct establishes a series of attitudes and behaviours that promote respect and decency, along with the preservation of a respectful and harmonious living, studying and working environment where individuals are treated with civility. In order for the Code of Conduct to produce the intended results, each member of the university community must be committed to respecting it and promoting it on a daily basis.

## + WHAT WE SHOULD DO!

### + USE APPROPRIATE LANGUAGE AND A RESPECTFUL TONE

- Speak to each other courteously and politely;
- Respect each individual's right to speak;
- Use respectful language in all types of dialogue and correspondence, particularly in e-mails and other electronic exchanges (Facebook, texting, etc.).

### + DEMONSTRATE OPEN MINDEDNESS AND ATTENTIVENESS TO OTHERS

- Always be mindful of others, giving them the opportunity to express themselves, listening and being open to compromise;
- Respect differing opinions;
- Treat everyone the same, without discrimination.

### + WORK IN HARMONY WITH OUR COLLEAGUES

- Act with complete transparency, equality, integrity and discretion in all dealings with others;
- Exercise diligence when relaying information that is required and requested by colleagues, and respect the confidential nature of information, as applicable;
- Show consideration for our colleagues by respecting their time, whether scheduled or agreed upon (courses, get togethers, work, meetings, etc.);
- Ensure that our phones, tablets and other devices do not disturb our colleagues.

### + RESPECT THE PROPERTY OF OTHERS AND THE ENVIRONMENT

- Ensure that the rooms we use at ÉTS are left clean and tidy;
- Use the resources that are available to us for the purposes for which they are intended within an academic context;
- Follow instructions or proper procedures when using the materials, documentary resources, rooms and services that are available to us;
- Contribute to the commitments made by ÉTS with respect to sustainable development.

**COOPERATION  
INCLUSION**

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**RESPECT  
CIVILITY**

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**WELL-BEING  
FULFILMENT**

**#WITH  
RESPECT**

Advice, assistance and support are available at all times from the Harassment Prevention and Resolution Office (HPRO), the Human Resources Service, the Faculty Affairs Office, Student Services, the Student Association and union associations.

Consult the full text of the Regulation on the Code of Conduct at ÉTS [in French]:  
[www.etsmtl.ca/HPRO](http://www.etsmtl.ca/HPRO).

- + Disseminate images or make comments that are condescending, hurtful, crude or inappropriate, especially those with sexual or racial connotations or that target sexual orientation or the identity or expression of gender.
- + Act or behave in any way that is disrespectful of the dignity, physical or psychological integrity or private life of any member of the university community or any other individual during any academic activity.
- + Act or behave in any way that is degrading to ourselves or to others, or incite another individual to act in such a manner.

**+ WHAT WE SHOULD NOT DO!**

- + Exercise discrimination during any academic activity or toward any member of the university community on the basis of race, colour, gender, the identity or expression of gender, obesity, sexual orientation, civil status, age, religion, political beliefs, language, ethnicity or national origin, social status, a disability or the use of any means to palliate a disability, except as prescribed by law.
- + Attend any academic activity while impaired due to the consumption of alcohol, drugs or other substances.
- + Interfere with or disrupt any activity held at ÉTS or the operation of any department or the management of ÉTS, except as prescribed by law.