

## Campus Rules

**Policy ID:** TBD

**Approved by:** Vice President, Operations & Infrastructure

**Executive(s) Responsible:** Vice President, Operations & Infrastructure

**Administrator(s) Responsible:** Academics, Career Services, and Student Services

**Revision Date:** N/A

**Effective Date:** March 21<sup>st</sup>, 2024

**Next Review Date:** March 21<sup>st</sup>, 2025

### Background & Scope

Toronto School of Management (TSoM) recognizes the importance of maintaining a safe, supportive, and ethical environment that is conducive to learning for individuals and the community. Therefore, TSoM reserves the right to restrict or prohibit access to its property and to prohibit certain activities.

This policy applies to all students and employees of TSoM and visitors, including to its off-campus events.

### Purpose of the Policy

In addition to serving as an extension of the [Student Code of Conduct](#) and thus, enforced concurrently, this policy has been created to maintain consistency with respect to small vehicles, smoking, and visitors, specifically animals and minors. TSoM defines acceptable behaviours and expectations in this policy, which will assist in the preservation of the integrity of the TSoM community and promote a healthy, positive, and safe atmosphere.

### Policy Statement

#### 1. Animals and Pets

- 1.1) TSoM welcomes documented, trained service animals.
- 1.2) Otherwise, no animals or pets are permitted unless approved by the Associate Dean of Academics for specific academic purposes.

- 1.3) TSoM may request acceptable documentation of service animals being brought to campus or to off-campus events.
- 1.4) If students or faculty wish to bring their pets to an outdoor off-campus event, they must obtain permission from the Student Services Director.

## **2. Bicycles/Scooters**

- 1.1) No bicycles, scooters, skateboards, or other recreational vehicles are permitted on campus or within the limits of an off-campus event.
- 1.2) All vehicles must be parked outside at all times. For recommended locations, consult Student Services.
- 1.3) TSoM holds no responsibility for lost, stolen, or damaged means of transportation.
- 1.4) Mobility aids and mobility assistive devices are permitted.

## **3. Smoking**

- 3.1) As TSoM is an enclosed workplace and a public building, smoking and vaping of any kind, including (but not limited to) cigarettes, cigars, cannabis, and e-cigarettes is strictly prohibited at Toronto School of Management and all events.
- 3.2) Smoking within 9 metres of any TSoM entrance/exit is also strictly prohibited.
- 3.3) Smoking and vaping are also prohibited at all TSoM outdoor events; those who wish to do so may at a minimum of 9 metres from the event space or at a designated smoking location.

## **4. Visiting Minors**

As TSoM's premises are not designed to accommodate visiting children, students and employees are discouraged from bringing them to TSoM and its events. There are hazards to which unsupervised children may be exposed, and TSoM has implemented the rules below pertaining to visiting minors.

- 4.1) As only registered students may attend classes and related activities/events, students and employees are not permitted to bring children to campus unless approved by the Associate Dean of Academics for specific academic purposes.
- 4.2) The only event to which students may bring their children is convocation, for which they must have prior approval from Student Services.
- 4.3) Visitors who bring minors to campus or to off-campus events must supervise them at all times.
- 4.4) While TSoM will make all efforts to accommodate approved minors, TSoM reserves the right to ask students, employees, and visitors to vacate the premises with their minors if they are disruptive or unsupervised.
- 4.5) TSoM requests that any visitors who bring children to the premises check in with Student Services on the third floor.
- 4.6) If a student (attending class) is asked to leave with their child(ren), absence will be marked in accordance with the Attendance and Absenteeism Policy.

## **5. Solicitation**

- 5.1) Prior to visiting campus, vendors, groups, guest speakers, agencies, and organizations must obtain written permission from the relevant Toronto School of Management department head.
- 5.2) Hours of campus access is at the sole discretion of Toronto School of Management.
- 5.3) Solicitors must be accompanied by a designated member of staff or faculty upon entry – the security guard will notify TSoM staff and have the solicitor wait for the designated staff/faculty member.
- 5.4) Solicitors may only take photographs or video and/or post them on social media if they have obtained prior written permission.
- 5.5) Visitors/individuals who are not registered students or employed at TSoM are not permitted to loiter, wander, or to observe classes without prior written permission.

## Definitions

**\*All definitions (except for *minor*) are derived from legislation.**

- 1) **Enclosed workplace** – any part of a building, structure, or vehicle with a roof that an employee works in or visits, even during off-hours.
- 2) **Entrances/exits** – all doors including back, service, employee, and fire exits.
- 3) **Minors** – any person below the age of eighteen.
- 4) **Mobility aid** – a device used to facilitate the transport, in a seated posture, of a person with a disability.
- 5) **Mobility assistive device** – a cane, walker, or similar aid.
- 6) **Public building** – an enclosed building to which public and employees generally have access.
- 7) **Service animal** – an animal for a person with a disability if the animal can be readily identified as one being used by the person for reasons relating to the person's disability as a result of visual indicators, such as the vest or harness worn by the animal, or documentation confirming that the person requires the animal for reasons relating to the disability from a member of one of the following regulated health colleges:
  - i) The College of Audiologists and Speech-Language Pathologists of Ontario;
  - ii) The College of Chiropractors of Ontario;
  - iii) The College of Nurses of Ontario;
  - iv) The College of Occupational Therapists of Ontario;
  - v) The College of Physicians and Surgeons of Ontario;
  - vi) The College of Physiotherapists of Ontario;
  - vii) The College of Psychologists of Ontario; or

viii) The College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16.

**8) Smoking** – inhaling and exhaling or holding lighted tobacco or cannabis (medicinal or recreational).

**9) Vaping** – inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

## Related Legislation

- 1) Accessibility for Ontarians with Disabilities Act, 2005 – Integrated Accessibility Standards
- 2) Smoke-Free Ontario Act, 2017
- 3) Toronto Municipal Code 709 – Smoking Bylaw

## Related Policies

Policy Name	Policy Number
Attendance and Absenteeism Policy	TBD
Bullying, Harassment, and Sexual Violence Policy	TBD
Student Code of Conduct	TBD
Suspension and Expulsion Policy	TBD

## Document History

Date	Approval/Review/Key Change(s)
March 2024	Addition of Section 5 – Solicitation.
February 2024	Creation and approval