



# Managing conflict and misconduct in APSC Student Groups



THE UNIVERSITY OF BRITISH COLUMBIA

Experiential Learning Hub  
Faculty of Applied Science

[EXPERIENCE.APSC.UBC.CA](https://experience.apsc.ubc.ca)

# Table of Contents

**Mistreatment Is Not Acceptable**

---

**Policies That Inform Our Steps**

---

**What APSC Can Do & When to Come to Us**

---

**Actions You Can Take**

---

**Difference Between Disclosing & Reporting**

---

**More Resources**

---

# Overview

We have created this guide to provide students with an overview of how APSC is able to support students when conflicts or mistreatment occur, and steps that can be taken within the larger university structure. *Please take the time to review the policies that guide our steps, as well as the tools/other proactive actions that student groups can set up to create a safe and welcoming space for all students.*

## Mistreatment Is Not Acceptable

**MISTREATMENT TOWARDS ANYONE IN OUR UBC ENGINEERING COMMUNITY IS NOT ACCEPTABLE.**

Mistreatment is disrespectful or unprofessional behavior that has a negative effect on you or your learning environment or conduct that is contrary to the principles that support a respectful environment. This includes making demeaning, offensive, belittling, and disrespectful comments, using abusive language, engaging in bullying, harassment, and discrimination.

## Policies That Inform Our Steps

### Policies that inform our steps include:

- [Student Code of Conduct](#)
- [UBC's Respectful Environment Statement](#)
- [UBC's Sexual Misconduct Policy](#)
- [UBC's Non-Academic Misconduct Policy](#)



[Engineering Academic Services has a page dedicated to supporting those who have questions or would like to discuss an issue relating to discrimination, bullying, harassment, or sexual misconduct.](#)

### Where/when are these policies in effect for Design Team activities?

All EDT activities (direct and related), fall under these policies no matter where they take place. This includes activities on UBC campus or off-campus. Some examples include:

#### ON CAMPUS

- All student group activities

#### OFF CAMPUS

- Students while they are away for design team purposes (travel, conferences, competition, testing, etc.)
- This includes any social activities that happen during the duration of a trip

## What APSC Can Do & When to Come to Us

APSC (Sara, Minoli) are here to support students with difficult conversations and can help with navigating conduct concerns and issues.

Some of the options that are available with this route:

- Give confidential consultations and advice on difficult situations and how to manage them on the team including the options for reporting and the possible actions if a situation is reported
- Non-academic misconduct disclosures or reports
- Work with you and your team to manage conflict or other team issues

***We highly encourage members and Captains to reach out sooner rather than later, so that we can support students at the earliest point possible. The best way to reach out is by sending an email ([Sara.Buse@ubc.ca](mailto:Sara.Buse@ubc.ca), [Minoli.Navaratnam@ubc.ca](mailto:Minoli.Navaratnam@ubc.ca))***

# What Actions Can You Take?

## HOW TO USE YOUR TEAM AGREEMENT

Students in student groups are highly encouraged to use Team Agreements as a way to set mutual expectations and transparency around:

- Ways the team can effectively work together
- What is appropriate behavior and the actions that could be taken if a team member behaves inappropriately
- Goals of the team
- Decision making and what happens if the terms of the team agreement aren't being met

By making implicit expectations explicit, individuals have a better sense of what is expected and what will happen if something “goes wrong”. Consider and include the resolution process/steps (talking, warning, going to Minoli/Sara, etc.), as well how your team deals with a range of other issues (missing meetings, not hitting timelines/milestones, inappropriate conduct). Having these steps outlined in your team agreements will help you and your team members to navigate and deal with challenging situations.

*An important note about confidentiality:* Best practice is to not share sensitive information or events beyond those who are directly involved. When in doubt, it's best to check in with Minoli and Sara.

## Difference between Disclosing & Reporting

### DISCLOSING

Disclosing is sharing information with UBC or a member of the UBC Community about an incident or incidents. Disclosures are not formalized reports; an individual may choose to Disclose harassment without filing a Report.

- No further action is taken with a disclosure

### REPORTING

Reporting is providing Information with the intent for action to be taken. If a student decides to report an incident, the person receiving the report will work with the APSC Dean's office to determine the next steps and any action that needs to be taken.

- Action is taken with a reporting

## More Resources

- [Toolkits about Non Academic Misconduct from the Ombuds Office](#)
- [APSC PD's Conflict Resolution Toolkit](#)

### Who else can you turn to?

If there are others with the UBC Community (staff and faculty) with whom you have a good relationship and feel comfortable reaching to, we encourage you to go to them.