



Western University's Orientation Program
Orientation Leader Contract
2021-2022



In consideration of allowing me to participate as an Orientation Leader at Western University and/or at an Affiliated University College for the academic year, I, the undersigned, endorse and will abide by the following obligations starting at the point of my selection and ending April 30, 2022.

This Contract governs all Orientation-related training and Soph team events, including but not limited to:

- Spring Soph Orientation,
- Spring Soph Rally and subsequent Soph team socials,
- Summer Soph Retreat,
- NWeek Soph Training (including constituency-specific training),
- Orientation Week, as defined from Friday, September 3, 2021 at 8:00am until Monday, September 13, 2021 at 8:00am,
- Domestic student move-in days,
- Off Campus student registration,
- The 2021-22 academic year running September 8, 2021-April 30, 2022,
- Any official Soph team event organized by the Orientation Operations Committee, University Administrators, Affiliated University College Administrators, Faculty Members, Councils, USC Staff Members, OStaff, Head Sophs, Programming Assistants, and/or Sophs.

This contract also includes any orientation-specific events or training required for volunteers who are not Sophs, but participate actively during Orientation Week, and have purposeful interactions with new students.

I understand that as a volunteer in the Orientation Program, I have a responsibility to facilitate a transition experience that promotes safety, encourages participation in Orientation events, and fosters a seamless adjustment to the University's academic and social environment for new students, as defined by being a new undergraduate student at the University. As an Orientation Leader I have a responsibility to uphold a standard of ethics consistent with the spirit and goals of Orientation Week throughout the first and second terms following Orientation Week. I further understand that my role as a Soph will begin prior to the "start" of Orientation Week, and as such I must be sober and of sound mind when interacting with new students.

1. During Orientation Week, I will not:
 - a. Consume alcohol, cannabis, or illegal drugs;
 - b. Promote the consumption of alcohol, cannabis, or illegal drugs;
 - c. Purchase alcohol or cannabis for students under the legal purchasing age;
 - d. Engage in sexual activity or physical contact of an intimate or romantic nature with new students;
 - e. Harass others (sexually, verbally, psychologically, or physically) through innuendo or intimidation;
 - f. Lead cheers, teach choreography, or participate in activities that may be interpreted as vulgar, offensive, obscene, sexist, racist, homophobic or otherwise discriminatory;
 - g. Disregard health and safety guidelines (i.e., physical distancing, mask wearing, limited group gathering sizes) issued by the University or the Middlesex London Health Unit and expose others to undue risk of infection through negligent or reckless behaviour.
 - h. Participate in any activity or behaviour that may negatively portray academics at Western University, it's Affiliated University Colleges and;
 - i. Permit, engage in, or condone any act or behaviour that exposes the USC or Western or its Affiliated University Colleges to legal, financial or reputational liability.
2. I shall respect:
 - a. The rights of new students to choose when, how, and if, they wish to participate in Orientation Week;
 - b. The rights of other Orientation Leaders to choose when, how, and if, they wish to participate in Orientation Week, Soph training, and Soph team events;
 - c. Differences of gender, gender expression, age, ethnicity, race, religious affiliation, sexual orientation and abilities among my teammates, other Soph teams, and new students;
 - d. The identities, needs, and preferences of each and every new student, members of my Soph team, and members of other Soph teams at Western University and its Affiliated University Colleges.
3. Many Orientation Leaders use social media as a means of personal communication and communication within their role. Recognizing that I am a representative of the USC, Western University and its Affiliated University Colleges, I am aware that my social media content also reflects upon these institutions. I will not:
 - a. Encourage the consumption of illegal substances, cannabis, or alcohol to new students through social media;
 - b. Subscribe to, or make visible, material (including language, images, music, videos) that is defamatory, discriminatory, or hateful;
 - c. Encourage dangerous or reckless behaviour, including property damage, vandalism, mischief, insubordination, or disobedience of public health guidelines and bylaws;
 - d. Post material on social media platforms that could lead to legal, financial, or reputational liability for Western University, its Affiliated University Colleges, or the USC.
4. In the following instances, I will report the matter to my appropriate Head Soph or Programming Assistant, OStaff member, University Administrator, Affiliated University College staff member, or USC staff member; and in cases of emergency, Campus Community Police Services:
 - a. Possession of alcohol or cannabis at or during an Orientation Week event;
 - b. Incidents involving sexual inappropriateness, intimidation, or aggression;
 - c. Incidents involving risk to personal security or the security of others;
 - d. Obvious or alleged inappropriate or illegal conduct;
 - e. Potential problems involving crowd control, dangerous crowds, or traffic hazards;
 - f. Violations of University, Orientation, or constituency-specific policies.



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5. For the full duration of my role as an Orientation Leader, I will:
 - a. Respectfully represent the Orientation Program, The University Students' Council, Western University and its Affiliated University Colleges
 - b. Act responsibly while at Soph Retreats, Soph Socials, Soph team meetings, and any other Soph related events. Responsible behaviour shall include, but is not limited to:
 - i. Avoiding over intoxication or excessive drinking;
 - ii. Not consuming, using, selling, or encouraging the use of illegal substances;
 - iii. Not choosing a Soph name derived from an event or an experience that degrades the integrity of the institution, glamorizes malicious or non-consensual behaviour, appropriates culture, or impugns the reputation of Sophs;
 - iv. Not engaging in or encouraging illegal behaviours or high-risk activities;
 - v. Respecting University, USC, and community property;
 - vi. Respecting other members of my Soph team;
 - vii. Following the direction of my Head Soph and Programming Assistants, Orientation Staff, and constituency administrator (as defined in constituency specific contract);
 - viii. Not engaging in activities prohibited by Western University and its Affiliated University Colleges, The USC, the Student Code of Conduct, and University harassment policies.
 - c. Not permit, engage in or condone any act of behaviour that exposes the USC, Western or its Affiliated University Colleges to legal, reputational, or financial liability.
6. I will adhere to the terms listed in my Constituency-Specific Contract.
7. I understand that my personal information may be disclosed to parties directly involved with the Orientation Program for the purpose of administering and upholding this Contract, as well as the other applicable contracts.
8. I warrant that I am a returning student registered at Western University or an Affiliated University College, dutifully enrolled at the time of signing this Contract and meet all eligibility requirements for the constituency I am representing.
9. I acknowledge that if I do not achieve a 65% average, inclusive of fall 2020 and winter 2021 course marks, I will be required to step down from my role as an Orientation Leader.

Like all students, you are subject to Western's Gender-Based and Sexual Violence Policy and the Student Code of Conduct. However, as a student leader you hold positions of power and are an important source of social support and connection to resources for new students. Romantic and sexual relationships between student leaders and new students involve power imbalances that create conflicts of interest, breaches of trust, abuses of power, and breaches of professional ethics, even if you do not intend them to. Trust and respect are diminished when those in "positions of authority" are perceived as abusing their power. Thus, you should not enter into such relationships with new students. The effects of power dynamics may not become apparent to you until the nature of the relationship changes. Western treats harassment, coercion, and sexual violence very seriously. Consequences for such behaviours are severe and extend well beyond your student leadership position. This may include legal or academic sanctions (for example a suspension from campus). Because of the nature of these incidents, all cases will be dealt with on an individual basis.

If you are subjected to sexual violence or harassment, know that you can always seek the support of Western's Sexual Violence Prevention Education Coordinator, the Equity office, and campus police, amongst others.

I acknowledge my responsibilities as a volunteer and a team member, and I recognize the influence I have on my own team, other teams, and new students. I am responsible for, and will be held accountable for, my actions as a representative of the USC, Western, and/or an Affiliated University College. I therefore agree to honour the spirit and goals of the Orientation Program in order to provide the most positive experience for everyone involved.

Failure to abide by this contract, or breach of any of its conditions, will be considered a violation and will result in disciplinary sanctioning. These sanctions are outlined in the Behaviour Management Protocol for Western's Orientation Leaders. A digital copy of this document is available on the All-Soph OWL site. A serious violation of the above conditions will result in immediate removal from the Orientation Program. Only the Co-Chairs of the Orientation Advisory Board, or their designates, can remove a person from the Orientation Program. Removal from the Program will prohibit participation in future Orientation Program activities for a period of no less than nineteen (19) months from the date of removal. The decision to terminate a Soph from their position may be appealed to the President of the University Students' Council and the Associate Vice-President Student Experience whom are not involved in the initial decision and investigation. Sophs will be deemed unable to participate in Orientation activities pending the outcome of the appeal. In addition to the obligations under this Contract, Sophs are bound by Western University's Code of Student Conduct and applicable Affiliated University College Codes of Student Conduct.

I have read, understood, and agree to abide by the terms of this Orientation Leader Contract.

Name:	Student Number:
Date:	Signature:

 Orientation Operations Committee Co-Chair
 (Coordinator, Orientation Initiatives)
 Rich Caccamo

 Orientation Operations Committee Co-Chair
 (Orientation Coordinator)