

# Expulsion Policy (Approved 9/15/2023)

Unicamp is committed to providing a safe and welcoming seasonal camp and spiritual retreat to a diverse community. There are times when the actions of an individual jeopardize the safety and enjoyment of others to the extent that Unicamp may ask the individual to leave.

**Definitions.** In this policy, the following definitions shall apply:

“Infringing Party” shall mean a Unicamper who the Leader determines, at their sole discretion, has demonstrated Unacceptable Behaviour.

“Leader” shall mean the Camp Director or another individual so empowered by the Camp Director, Executive Director or Board to expel a Unicamper under this Policy.

“Unacceptable Behaviour” is as defined in the [Camp Conduct Agreement](#).

“Unicamp Premises” shall mean the real Unicamp property and any and all venues in which Unicamp programs, activities, gatherings and meetings take place, both in person and online.

## Policy

**At the sole discretion of the Leader, the Leader may restrict the privileges and access to Unicamp resources and activities to the Infringing Party and demand that the Infringing Party leave Unicamp Premises (“Expulsion”). The Infringing Party shall comply within the timeframe specified by the Leader.**

In the case of the Infringing Party being a minor, the parent, guardian or accompanying adult shall remove the minor or make arrangements to do so in a timely manner.

## Expulsion Policy (Revised Draft)

**In the process of Expulsion**, the Leader shall:

1. Ensure the immediate safety of all Unicampers (including the Infringing Party);
2. Call emergency services as necessary;
3. Gather staff and other qualified resources to assist in handling, limiting or addressing the Unacceptable Behaviour;
4. Undertake immediately necessary steps to mitigate the effects of the Unacceptable Behaviour;
5. Gather information about the Unacceptable Behaviour and effects, including background information, from multiple sources (including but not limited to the Party and those impacted by the Unacceptable Behaviour);
6. Indicate the timeframe in which the Infringing Party should depart from Unicamp Premises and stipulate any restrictions to be placed on the Infringing Party up until their departure;
7. Employ any legal and necessary steps, and engage such resources as are required, to effect the Expulsion;
8. Take steps to preserve the safety of all Unicampers during the interval between when the Infringing Party has been asked to leave and their actual departure from Unicamp Premises;
9. Indicate to the Infringing Party a minimum time that they should remain away from Unicamp Premises, which may be “until further notice”.

**Following any immediate actions necessary**, the Leader shall, at the earliest convenience, inform the Executive Director of the Unacceptable Behaviour and its impacts and any action taken thusfar in response.

**The Executive Director** shall, within the scope of the resources available to them, provide the Leader with such support and resources necessary to limit the Unacceptable Behaviour and its impact and to effect the Expulsion. Should additional resources be required, the Executive Director shall immediately inform the Board.

**Within 48 hours of the Expulsion**, the Leader shall:

1. Record the details of the Unacceptable Behaviour and the Expulsion in an Incident Report;
2. Devise a course of action to mitigate the impact of the Unacceptable Behaviour on persons and property, which may include use of Unicamp’s Conflict Resolution process;

and the **Executive Director** shall confirm the details of the Expulsion to the Infringing Party in writing, including the process for appeal.

**The Executive Director, in consultation with The Leader**, may revise the conditions of the Expulsion at any time.

## Expulsion Policy (Revised Draft)

**Furthermore**, the Executive Director shall:

1. Maintain a procedure for staff to respond to Unacceptable Behaviour and effect Expulsion;
2. Maintain a record of all instances of Unacceptable Behaviour and any and all action taken in response by all persons;
3. Following an incident of Unacceptable Behaviour, in conjunction with the Leader, propose such policies and procedures that might reduce the repetition of the Unacceptable Behaviour;
4. Were necessary, recommend to the Board whether an Expulsion should be temporary or permanent;
5. Advise the Board each month of any recent expulsions or changes to the status of earlier expulsions;
6. Review this policy annually;
7. Once a year, provide to the Board an analysis of expulsions, their causes and actions taken.

### **Appeal**

**An individual expelled from Unicamp** pursuant to this policy wishing readmission to Unicamp Premises and programs shall make a written request to the Board.

In considering the termination of the Exclusion and the Infringing Party's possible return to Unicamp Premises, the Board will take into consideration for the appeals process:

1. An examination of risk;
2. The nature and severity of the Unacceptable Behaviour; and
3. The Infringing Party's behaviour following the Expulsion.