



Sexual Misconduct Policy

Career City College		#4071
Name of Institution		Institution Number
	January 17th, 2024	January 17th, 2024
Sexual Misconduct Policy		
Name of Policy	Effective Date	Revision Date

RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator

CEO: Jag Basran, jbasran@careercitycollege.ca Ph: 250-410-3056

DIRECTOR: Gaurav Sharma, gaurav@careercitycollege.ca Ph: 236-259-4217

SENIOR EDUCATIONAL ADMINISTRATOR: Jenny Koropatnicki, jenny@careercitycollege.ca or Ph: 250-410-3061

ONSITE ADMINISTRATOR CONTACT: Mayu Tanaka, studentservices@careercitycollege.ca or 250-410-4393

1. Career City College is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
3.
 - sexual assault;
 - sexual exploitation;
 - sexual harassment;
 - stalking;
 - indecent exposure;
 - voyeurism;
 - the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video;
 - the attempt to commit an act of sexual misconduct; and
 - the threat to commit an act of sexual misconduct.
4. A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A Complaint is when the victim/survivor discloses or chooses to tell someone at the institution



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of an incident of sexual misconduct in order to seek support, but may not want to make a formal report to police or the institution. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action. A Report does not have to be made by the victim/survivor.

5. A student making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.
6. The process for making a **Complaint** about sexual misconduct involving a student is as follows:

Complaints must be submitted to the Campus Director for review:

A complaint must include date of incident, person involved and any witness if applicable. If there is more than one incident, then each incident should be documented.

The Complaint can be submitted informally either verbally, written, or via email

If the Complaint is against the Campus Director, the Complaint must be submitted to the Senior Educational Administrator.

Please contact:

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7. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

Initially, the Campus Director will engage with the Complainant to discuss the matter along with the Sexual Misconduct policy to help provide guidance regarding the issue. (If the complaint is lodged against the Campus director, The Senior Education Administrator will engage the complainant)



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If deemed necessary, all parties involved in the complaint will be notified in writing. If appropriate, the Campus Director may attempt to facilitate a mutually agreed-to resolution between the Complainant and Respondent.

The Campus Director will consult with college staff to determine if Disciplinary action is required. Disciplinary actions may include but are not limited to:

- Warning or reprimand
- Referral to community services (psychologists, police, etc.)
- Restricted access to campus or online group settings
- Suspension, expulsion from a specific class or program.

When the complaint is issued, Career City College will take action immediately upon receiving the complaint, and the institution will acknowledge the receipt of the complaint within two business days

8. The process for making a **Report** of sexual misconduct involving a student is as follows:

A Report is a formal notification and request for action

A Report must be submitted to the Campus Director in writing with the incident details, the date of the incident, the people involved, and if applicable, witness contact information. This must be signed by the Complainant.

If the Report is against the Campus Director, the report must be submitted to the Senior Educational Administrator

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9. The process for responding to a **Report** of sexual misconduct involving a student is as follows:



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- Any formal Report received will be acknowledged within 5 business days.
- Both the Complainant and the Respondent will be notified of a Formal Investigation
- The Campus Director will appoint an Investigator which may be him/herself, a 3rd party investigator, or appropriate Career City College staff.
- The Complainant, Respondent, witnesses, and Staff may be interviewed during the investigation. Alternatively, the Investigator may request written documentation and/or evidence pertaining to the incident.
- The Investigator will provide a written report of their findings within 10 working days of the conclusion of the investigation. This will be provided to the Complainant and Respondent.
- If deemed necessary, the Respondent may incur Disciplinary Action and may be reported to local policing authorities.
- If deemed necessary, Career City College will work with the Complainant to determine if any further supports are required

10. In all instances the institution will:

- Ensure the safety of the victim/survivor.
- As appropriate, provide emergency numbers for on and off campus security (if applicable), law enforcement, medical assistance, mental health services, and other services.
- Respect the right of the individual to choose the services they consider most appropriate.

11. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.

12. Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.

13. All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:

- If an individual is at imminent risk of severe or life-threatening self-harm.
- If an individual is at imminent risk of harming another.
- There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
- Where reporting is required by law.



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- Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca.