



Canadian Vocational Training Centre

3834

Name of Institution

Institution Number

Sexual Misconduct Policy

September 01, 2021

Name of Policy

Effective Date

Date of Revision

1. Canadian Vocational Training Centre (CVTC) is committed to the prevention of, and appropriate response to, sexual misconduct. All students and staff of CVTC are entitled to study and work in an environment that is free from Sexual Misconduct. CVTC considers Sexual Misconduct to be a serious violation of an individual’s fundamental rights. Members of CVTC who engage in Sexual Misconduct may be subject to a range of disciplinary measures, up to and including suspension, dismissal, or expulsion from the Centre.
2. To constitute Sexual Misconduct, behaviour may be a single serious incident or may be repeated or persistent behaviour. Sexual Misconduct is any form of sexual contact without a person’s consent, including the threat of sexual contact without consent. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
 - 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.
3. A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A person may choose to disclose or complain of sexual misconduct without making a formal report. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.
4. 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**.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - The complainant may email or talk to the Centre Director, or the President, **Cal Purcell 250-596-1575 or email at cal@vocationaltrainingcentre.com**.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - CVTC will acknowledge receipt of the Complaint within 3 business days.
 - The Centre Director, or the President will talk with both Complainant and Respondent, interview witnesses if any, secure written statements, and finally decide possible sanctions if the Respondent is found to have committed sexual misconduct, or if the complaint itself is found to be frivolous or vindictive.
 - All aspects of the complaint are confidential. Staff members receiving or handling the complaint cannot discuss it with persons not involved in the matter, post about it on social media or answer questions by the press.
 - CVTC respects privacy and ensures fairness and human rights for both Complainants and Respondents in alleged cases of sexual misconduct.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - a written report may be sent to the Centre Director, or the President.
 - If there is a threat to person or property, call 911 immediately.
 - The Centre Director may ask to meet with the complainant to clarify information, to assess the situation to determine if additional actions should be taken or to make appropriate referrals to other individuals or groups
 - Referrals will not be made without the complainant's agreement and cooperation
 - The Centre Director will treat the matter as urgent and confidential. They will complete a Critical Incident Report*, and keep a record of incidents, dates, times, locations, comments made, behaviour exhibited, witnesses present and responses.
 - The Complainant may choose to withdraw a report, although depending on the circumstances, CVTC may continue to act on the matter.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - CVTC will review the Report within 5 business days and confirm next steps in writing.
 - All aspects of the complaint are confidential. Staff members receiving or handling the complaint cannot discuss it with persons not involved in the matter, post about it on social media or answer questions by the press.
 - If the Respondent did engage in sexual misconduct, disciplinary action will be taken.
9. 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.
10. 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.
11. 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.
 - Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.