



# EAST WEST COLLEGE

210-1610 Robson St, Vancouver V6G1C7

**GL** GOLDENLINE  
International Media

**金綫國際傳媒公司**

## Sexual Misconduct Policy

Institutions are required to establish a written Sexual Misconduct Policy that must be posted on their website and provided to students before the start date of the program: *Private Training Regulation* s.48.1. The policy must set out procedures for making and responding to a Complaint or Report of sexual misconduct involving a student.

When developing the policy, institutions should consult the [Preventing and Responding to Sexual Violence and Misconduct at BC Post-Secondary Institutions Guide](#).

This is a sample policy and is intended to be open-ended to allow institutions to develop procedures that are adaptable to a range of circumstances. Institutions should modify as appropriate.

East West College

Name of Institution

04373

Institution Number

Sexual Misconduct Policy

Name of Policy

September 1, 2021

Effective Date

Revision Date

1. **East West 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:
  - 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.



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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:
  - **All concerns relating to sexual misconduct shall be directed to the Senior Educational Administrator or SEA Designate. Concerns may be brought by staff, students or the public. A Complaint should include the name, title and contact information of the individual to whom the Complaint may be directed and an alternate contact in circumstances where the primary individual is absent and/or named in the Complaint**
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - **The Senior Educational Administrator or SEA Designate will arrange to meet with the individual to discuss the Complaint within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate meeting may be warranted the Senior Educational Administrator or SEA. The designate will meet with the individual as soon as practicable.**
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
  - **Following the meeting with the individual, the Senior Educational Administrator or SEA Designate will conduct whatever further inquiry or investigation is necessary to determine whether the concerns are substantiated. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the individual.**
  - **The Senior Educational Administrator will meet with the individual and do one of the following: (1) Determine that concern were not substantiated; (2) Determine that the concern was substantiated, in whole or In part, and either: a) Give the student a warning setting out the consequences of further misconduct; b) Set a probationary**



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period with appropriate conditions, or c) Recommend that the student be dismissed from the Institution.

- The Senior Educational Administrator will prepare a written summary of the determination. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

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

- If the student is issued a warning or placed on probation, the Senior Education Administrator and the student both sign the written warning or probationary conditions and the student is given a copy. The original document is placed in the student's file. If the recommendation is to dismiss the student, the Owner of the school will meet with the student to dismiss him/her from studying at the school. The Owner of the school will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, depending on the status of the student's financial account with the school.

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.



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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](http://www.privatetraininginstitutions.gov.bc.ca).

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