

Harassment and Anti-Racism Policy

Institution Name: St. George International College (SGIC)

Effective Date: January 1, 2025

Last Review Date: February 2026

1. Policy Statement

St. George International College (SGIC) is committed to providing a safe, respectful, inclusive, and supportive learning and working environment for all students, employees, and visitors.

SGIC maintains a **zero-tolerance policy** toward harassment, bullying, discrimination, and racism of any kind. Any conduct that undermines an individual's dignity, safety, or well-being will not be tolerated.

This policy prohibits discrimination and harassment based on, but not limited to, **race, colour, ancestry, nationality, ethnic origin, religion, age, disability, sex, sexual orientation, gender identity or expression, marital status, family status, or any other protected ground** under applicable legislation.

2. Scope of Application

This policy applies to:

- All students (current and prospective)
- All employees (full-time, part-time, contract, and temporary)
- Faculty, management, and administrative staff
- Visitors, contractors, agents, and third parties

This policy applies to conduct occurring:

- On campus and at institution-sponsored activities
 - In classrooms and online learning environments
 - Through electronic communication, including email, messaging platforms, and social media
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3. Definitions

Harassment

Any unwelcome conduct, comment, gesture, or action that causes offense, humiliation, intimidation, or distress to another person.

Bullying

Repeated or severe aggressive behavior intended to intimidate, degrade, humiliate, or isolate an individual or group.

Discrimination

Any action or decision that results in unfair or unequal treatment based on protected personal characteristics.

Racism

Any form of prejudice, discrimination, or hostility directed toward individuals or groups based on race, ethnicity, nationality, or skin colour.

4. Zero-Tolerance Commitment

SGIC strictly prohibits:

- Verbal, physical, psychological, and sexual harassment
- Bullying and cyberbullying
- Racist remarks, hate speech, or discriminatory actions
- Retaliation against individuals who report incidents

Violations of this policy will result in **immediate disciplinary action**.

5. Reporting Procedure

Any student or employee who experiences or witnesses harassment, discrimination, or racism is encouraged to report the incident promptly.

Reports may be submitted through:

- Email: compliance@sgiccanada.com
- Student Services Office
- Program Manager, Campus Director, or Human Resources

All reports will be handled **confidentially, fairly, and without retaliation**.

6. Investigation Process

SGIC will conduct a prompt, impartial, and thorough investigation, which may include:

- Interviews with involved parties
- Review of documentation and evidence
- Written records of findings and actions

Appropriate corrective measures will be implemented based on the investigation outcome.

7. Disciplinary Actions

If a violation is confirmed, disciplinary measures may include:

Employees

- Verbal or written warning
- Suspension
- Termination of employment

Students

- Warning
 - Suspension
 - Expulsion
 - Denial of admission
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8. Education and Prevention

SGIC is committed to promoting awareness through:

- Regular staff and student training
 - Orientation sessions
 - Educational workshops on harassment prevention, diversity, equity, and inclusion
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9. Policy Review

This policy shall be reviewed annually to ensure compliance with regulatory requirements and best practices. The most current version will be publicly available on the SGIC website.