



St. George International College

Name of Institution

#3961

Institution Number

Sexual Misconduct Policy

Name of Policy

September 2016

Effective Date

August 2021

Revision Date

1. **St George International College (SGIC)** is committed to creating and sustaining a school environment in which students, teachers, and staff can study and work in an atmosphere that is open, healthy, safe, and unhampered by discrimination. Consistent with this commitment and in keeping with federal and province law requirements, it is the policy of the school to establish an environment where there is zero tolerance for sexual misconduct and sexual violence. All forms of sexual misconduct and violence can be traumatizing and detrimental to a person's learning experience and total health and has no place in our community. SGIC will take all action needed to prevent, correct, and discipline behavior that violates this standard of conduct. Due diligence will be used to ensure the disciplinary review and any appropriate action be taken as expeditiously as possible. SGIC will make every effort to aid and support to the victim of sexual misconduct in a thorough, consistent, and sensitive manner. Moreover, this policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
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.
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:
 - **Students may choose to email or speak in person with: Pearl, the Office Administrator at the Vancouver campus (605 Robson St. Suite 200 Vancouver, BC, Canada V6B 5J3, join-us@sgiccanada.com**
 - **Or, they may email Megan Greidanus, Academic Manager (study@sgiccanada.com)**
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - All emailed complaints will be responded to within two business days, to allow staff the opportunity to follow up on the complaint.
 - The student will be presented with the options or resolutions that are made, or are available to them. Should these not be deemed satisfactory the student may also provide alternative resolutions that will be taken into consideration.
 - Options and/or resolutions will be presented to the student in the form in which the complaint was made. If the complaint was made in person, the response will be in person. If the complaint was made via email, the response will also be provided via email unless the student specifies otherwise.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - Any written reports of sexual misconduct are to be submitted by email to Pearl, the Office Administrator at: join-us@sgiccanada.com. If the submission is unclear in terms of whether the student is making a complaint or a report, staff will follow up to ensure that the student understands the distinctions.
 - Should the Office Administrator be unavailable, or named in the report, students may alternatively submit a Report of sexual misconduct to Megan Greidanus, the Academic Manager at: study@sgiccanada.com
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - Upon receipt of the report, notification of receipt will be sent to the student within one business day. Following this, the report will be reviewed first by the Office Administrator, and if deemed necessary, escalated to the Academic Manager and/or the Director of St. George International College.



- Student will be informed at all stages of the process (in writing) as to what the next steps will be, and all reports (barring extenuating circumstances) will be addressed within 10 business days.
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.

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.