

DRAKE MEDOX COLLEGE

Sexual Misconduct Policy

Drake Medox College is committed to providing a safe and secure learning environment and does not tolerate any form of sexual misconduct. The institution strives to prevent and respond effective and in a timely manner to incidents of sexual misconduct. This policy applies to all faculty, staff, administration, members of the Board, contractors, volunteers, visitors, and others identified by the institution.

Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour that includes any unwanted act – physical, verbal, or psychological – carried out through sexual means or by targeting sexuality. This may include 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.

A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct.

A **Complaint** is when a person may choose to disclose or complain to someone at the post-secondary institution of an incident of sexual misconduct in order to seek support but may not want to make a report to police or campus authorities without making a formal report. A student making a Complaint will be provided with resolution options and will not be required or pressured to make a Report.

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 can be made by anyone including, but not limited to, the victim/survivor.

The process for making a Complaint about sexual misconduct involving a student is as follows:

1. The student must provide a complaint to the Director who is responsible for making determinations in respect of complaints.
 - o Barbara Fry, Director: bfry@na.drakeintl.com
2. If the Director is absent or is named in the complaint, the student must provide the written complaint to the Senior Educational Administrator (SEA) & Program Development Manager.
 - o Angela Del Bianco, Senior Educational Administrator & Program Development Manager: adelbianco@na.drakeintl.com

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

1. The Director or SEA will review the complaint and make an appointment to discuss the matter further with the complainant within 10 days.
2. The Director or SEA will investigate the complaint and gather information/evidence based on the complaint both before and after meeting with the complainant.

3. The Director or SEA will take the necessary steps to remedy the complaint and will provide reasons for the determination, and the reconsideration, if any, to the student within 30 days after the date the complaint is made.

The process for making a Report about sexual misconduct involving a student is as follows:

1. The student must submit a written report to the Director who is responsible for making determinations in respect of complaints. The report must contain the details of the alleged sexual misconduct.
 - o Barbara Fry, Director: bfry@na.drakeintl.com
2. If the Director is absent or is named in the report, the student must provide the written report to the Senior Educational Administrator (SEA) & Program Development Manager.
 - o Angela Del Bianco, Senior Educational Administrator & Program Development Manager: adelbianco@na.drakeintl.com

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

1. The Director or SEA will review the report and make an appointment to discuss the matter further with the complainant within 10 days.
2. The Director or SEA will investigate the report and gather information/evidence based on the written report both before and after meeting with the complainant.
3. The Director or SEA will take the necessary steps to remedy the report and will provide written reasons for the determination, and the reconsideration, if any, to the student within 30 days after the date the complaint is made.

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.

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.

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.