

Sexual Misconduct Policy

Wales Young Institute

Name of Institution

3857

Institution Number

Sexual Misconduct Policy

Name of Policy

August 16, 2021

Effective Date

August 30, 2021

Revision Date

1. Wales Young Institute 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.
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 students may reach out to Program Coordinator, Christopher Herbert.
 - If the Program Coordinator is away, the Executive Assistant, Robby Tandrian, will handle the case.
 - If both the Program Coordinator and Executive Assistant are unavailable, the matter will be dealt with by the Senior Education Administrator, Harry Alamsyah.

Sexual Misconduct Policy

- Below is the relevant contact information for these persons:
 - Christopher Herbert: christopherh@walesyoung.com
 - Robby Tandrian: robbyt@walesyoung.com
 - Harry Alamsyah: rharrya@hotmail.com
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
- Upon receiving a complain, the relevant authority (ie. Program Coordinator) will meet with the student and discuss the event with them.
 - Program Coordinator will bring up the students right to make a formal report, but will in no way pressure the student to do so.
 - The Program Coordinator will provide contact numbers to professionals and groups that may be able to help the student with any damage caused to their mental health or well-being.
 - The institution will acknowledge receipt of the Complaint within 5 business days.
 - The institution will consider an appropriate response to the incident and handle it promptly.
 - The well-being of the student will be the top priority when dealing with a Complaint of Sexual Misconduct and their safety and well-being will be primarily considered when dealing with the situation.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
- The students may reach out to Program Coordinator, Christopher Herbert.
 - If the Program Coordinator is away, the Executive Assistant, Robby Tandrian, will handle the case.
 - If both the Program Coordinator and Executive Assistant are unavailable, the matter will be dealt with by the Senior Education Administrator, Harry Alamsyah.
 - Below is the relevant contact information for these persons:
 - Christopher Herbert: christopherh@walesyoung.com
 - Robby Tandrian: robbyt@walesyoung.com
 - Harry Alamsyah: rharrya@hotmail.com

Sexual Misconduct Policy

- The Institution will proceed with the creation of a report with a student if they wish to proceed.
 - Sitting down with a school representative, the contents of the report will be laid out to ensure that the students voice is heard.
 - After meeting and discussing the report with the student, the school representative will create the report and send it to the Senior Education Administrator (R. Harry Alamsyah.)
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
- Upon receiving the Report on the sexual misconduct involving a student, the SEA will evaluate the information in the report to come to a deliberation.
 - Upon deciding on a just course of action, the SEA will notify the all involved parties within 5 business days.
 - The next steps will be laid out in writing, and the institution must perform these steps immediately upon receiving them from the SEA.
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.