



## Sexual Misconduct policy

Matterhorn Crane & Rigging Training Ltd

04515

Name of Institution

Institution Number

**Sexual Misconduct Policy**

**September 1-2021**

Name of Policy

Effective Date

Revision Date

1. Matterhorn Crane & Rigging training ltd 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 behavior 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:
  - A student or any other member of the college community who has experienced sexual violence or misconduct may file a complaint under this policy by submitting the complaint in writing to the appointed senior Educational Administrator
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - Upon receipt of a complaint or report the administrator will conduct a review, this review will occur within 7 days of the report. After this time the administrator will contact the individual that made the report.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:
  - A written report including the name and contact number of the individual making the report as well as a full description of time, events, people , any witnesses .
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
  - Give the report to the Senior Educational Administrator and upon receipt of a complaint or report the administrator will conduct a review , this review will occur within 7 days of the report. After this time the administrator will contact the individual that made the report .
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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](http://www.privatetraininginstitutions.gov.bc.ca).