#101-102,9486-120St, Surrey , BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com

Sexual Misconduct	2025-09-17
Name of Policy	Implementation Date
All Positions	2025-09-17
Position(s) Responsible	Date of Last Revision

1. Ace Community College 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 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
   - The threat to commit an act of sexual misconduct

3. A Complaint of sexual misconduct is different than a Report of sexual misconduct. A Complaint is when the victim/survivor discloses or chooses to tell someone at the institution of an incident of sexual misconduct in order to seek support, but may not want to make a formal report to police or the institution. 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 does not have to be made by the victim/survivor.

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 <u>making a Complaint</u> about sexual misconduct involving a student or employee is as follows**:

   a. Under this Sexual Misconduct Policy, any student or employee at the College may file a report of an incident or a complaint to the College Administrator (Supneet Chawla, chawla@acecollegecanada.com) or HR Associate, Avin Bhatia (finance@acecollegecanada.com).
   b. All reports and/or complaints must be in writing, contain a brief description of the incident(s) being reported, and the action being requested.

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6. **The process for <u>responding to a Complaint</u> of sexual misconduct involving a student or employee is as follows:**
    a. Upon receipt of a report of an incident or a complaint of alleged sexual assault being made, the institution will acknowledge receipt of the Complaint immediately upon receipt and:
        i. Determine if the safety of the complainant is at risk.
        ii. Determine if the complainant requires medical attention.
        iii. Determine whether an internal investigation should proceed and if the Complainant wishes to participate in such an investigation
        iv. Determine who should conduct the investigation, having regard to the seriousness of the allegation and the parties involved
        v. determine whether the incident should be referred immediately to the police. In such cases or where civil proceedings are commenced in respect of allegations of sexual misconduct, the College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures. and
        vi. determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.
    b. In the event an internal investigation is initiated, the following will occur:
        i. The Institution will commence an investigation within 5 days of receipt of the Complaint and make reasonable best efforts to complete its investigation within 15 days of the commencement of the investigation.
        ii. The Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation
        iii. The Complainant will be interviewed to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident, and a complete description of what occurred.
        iv. Informing and interviewing the Respondent of the complaint, providing details of the allegations, and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation
        v. Interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses
        vi. Providing responsible updates to the Complainant or person reporting an incident and to the Respondent about the status of the investigation, and
        vii. Following the investigation, the Director (or other assigned investigator) shall provide a report indicating:
            1. The results of the findings of the investigation
            2. The disciplinary action up to and including termination of employment (in the case of an employee) or expulsion (in the case of a student)
            3. Any placement of restrictions on the Respondent's ability to access certain premises or facilities

7. **The process for <u>making a Report</u> of sexual misconduct involving a student or employee is as follows**:

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a. Under this Sexual Misconduct Policy, any student or employee at the College may file a report of an incident or a complaint to the College Administrator (Supneet Chawla, schawla@acecollegecanada.com) or, in the alternative, HR Associate (Avin Bhatia, finance@acecollegecanada.com).

b. All reports and/or complaints must be in writing, contain a brief description of the incident(s) being reported, and the action being requested.

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

a. Upon receipt of a report of an incident of alleged sexual assault being made, the Institution will acknowledge receipt of the Report immediately upon receipt and:
   i. Determine if the safety of the reporting party or reported victim are at risk.
   ii. Determine if medical assistance is required by any concerned parties.
   iii. Determine whether an internal investigation should proceed and if the party reporting the incident wishes to participate in such an investigation
   iv. Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved
   v. Determine whether the incident should be referred immediately to the police. In such cases or where civil proceedings are commenced in respect of allegations of sexual misconduct, The College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures. and
   vi. Determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

b. In the event an internal investigation is initiated, the following will occur:
   i. The Institution will commence an investigation within 5 days of receipt of the Report and make reasonable best efforts to complete its investigation within 15 days of the commencement of the investigation.
   ii. The Complainant and the Respondent will be advised they may ask another person to be present throughout the investigation
   iii. The Complainant will be interviewed to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred.
   iv. Informing and interviewing the Respondent of the complaint, providing details of the allegations, and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation
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    3. Any placement of restrictions on the Respondent's ability to access certain premises or facilities

9. It is contrary to this policy for any member of the institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.

10. Any process 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. The College will ensure the safety of the victim/survivor and any reporting parties or witnesses while on campus throughout the investigative process.

12. The College will provide emergency numbers or on and off-campus security (if required), law enforcement, medical assistance, mental health services, and other services as are deemed appropriate.

13. The Institution will respect the right of the individual to choose the services they consider most appropriate.

14. 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:
    a. If an individual is at imminent risk of severe or life-threatening self-harm
    b. If an individual is at imminent risk of harming another
    c. There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided
    d. Where reporting is required by law
    e. 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 Regulatory Unit (PTIRU). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct Policy. For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca