

Institution #: 03876
Revision date: January 24, 2024

Effective date: September 1, 2019

Introduction

Columbia Paramedic Academy is committed to the prevention of and appropriate response to sexual misconduct.

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.privateinstitutions.gov.bc.ca.

It is important to note that additional Sexual Misconduct policies may be in place at external organizations (ie. Health Authorities, BCEHS etc), that host students on work placement opportunities. Where such policies exist, the student will be provided with copies in advance of their placement.

Policy

1. 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
2. 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.
3. 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**.
4. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - The complainant shall make contact in writing, by phone or in person with any member of the institutions management team. This affords the complainant the option to seek out the management team member who they are most comfortable speaking with based on built up trust, gender, or any other factor important to the complainant.
 - If the complainant does not have a preference or does not know the team, they should contact the Director, Learning to make their complaint. This role is currently filled by: Ryan Curr

604 425 0763
ryan@columbialearning.ca

- If this above listed individual is absent, or named in the report the complainant may contact the Manager, Operations. This role is currently filled by:

Jane Grisley
604.425.0764
jane@columbialearning.ca

5. The process for responding to a Complaint of sexual misconduct involving a student is as follows:
 - Complaints will be dealt with as a priority by the Manager receiving the complaint. Complainants will receive acknowledgment that their complaint has been received without delay, and within two (2) business days. The time required to investigate and decide on any final outcome shall take no more than twenty (20) calendar days, however interim action will be taken if and when needed to protect the health and safety of those involved.
6. The process for making a **Report** about sexual misconduct involving a student is as follows:
 - The complainant shall make contact in writing with a request for action.
 - This written report is to be sent to the Director, Learning. This role is currently filled by:
Ryan Curr
604 425 0763
ryan@columbialearning.ca
 - If this above listed individual is absent or named in the report. The complainant may contact the Manager, Operations. This role is currently filled by:
Jane Grisley
604.425.0764
jane@columbialearning.ca
7. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - Once a report is received, the Manager will prioritize the matter. This includes acknowledging receipt of the report within no more than two (2) business days, and immediately thereafter shall launch an investigation and take any action as needed while following the process (timelines, steps, right of appeal, etc.) as described in the Student Code of Conduct policy.
 - Reports received by the school shall be held in confidence and will only be shared with those who have a need to know. This will typically involve the Director, Learning as they will be investigating the matter (unless named in the report), as well as either the PCP or ACP Program Coordinator as they will act as recording secretary throughout the process, assisting with documentation and acting as a witness for any interviews.
 - In addition, at the sole discretion of the investigating Manager an external expert may be contracted to assist or lead the investigation. This will typically be a lawyer, experienced educational administrator, or human resource specialist who has experience investigating allegations of sexual misconduct.
8. The Academy shall not retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.

9. 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.

 10. 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.
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Other Related Policies or Resources

- Columbia Paramedic Academy Student Contract
- Student Code of Conduct