

Sexual Misconduct Policy

CEL Vancouver

Name of Institution		03979
Name of Policy		Institution Number
Sexual Misconduct Policy		December 12, 2023
Effective Date		Revision Date

1. CEL Vancouver is committed to ensuring that our students, staff and visitors can study, work and visit in a safe and welcoming environment free of sexual harassment, exploitation or assault. CEL Vancouver does not tolerate sexual misconduct, defined below, in any form.
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:
 - A person who feels they have experienced sexual misconduct and wishes to make a complaint should speak with the Centre Director (Laura Haseley: laura@englishcollege.com) or in her absence, the Director of Studies (Corinne Toffan: corinne@englishcollege.com).
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

The representative responding to the Complaint will:

- Acknowledge receipt of the Complaint within 1 business day.
- Treat the victim/survivor with empathy and compassion and advise them that they may ask another person to be present for support.
- Record any additional details regarding the Complaint.
- Determine whether an investigation will take place or if a Report should be made and/or whether the incident should be referred immediately to the police.
- Discuss options for counselling, medical or mental health supports.
- Work with the victim/survivor towards a desired outcome.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:

- A person may file a Report of an incident of sexual misconduct to the Centre Director (Laura Haseley: laura@englishcollege.com) or in her absence, the Director of Studies (Corinne Toffan: corinne@englishcollege.com). The Report must be received in writing.

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

The representative responding to the Report will

- Acknowledge receipt of the Report within 1 business day.
- Ensure the victim/survivor receives a caring response.
- Ensure the safety of the victim/survivor and provide information on medical, mental health counselling services.
- Review the Report within a reasonable timeframe and keep a formal record.
- Conduct an investigation, and, if required, protective measures such as changing classes or accommodation will be taken.
- Give the alleged perpetrator(s) an opportunity to respond to the allegations, where it is necessary to ensure procedural fairness, taking into account the safety and circumstances of the alleged victim/survivor
- Assist in calling/reporting to the police, including calling an officer to the school to speak with the victim/survivor

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. Individuals who violate the Sexual Misconduct Policy are subject to disciplinary action including termination of employment (staff) or expulsion (students).

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.

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- 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.

Related Information:

[VictimLinkBC](#)

[Sexual Violence and Misconduct Policy Act](#)

[Criminal Code of Canada](#)

[BC Human Rights Code](#)

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.