



<u>EF International Language Campus</u>	<u>03958</u>	
Name of Institution	Institution Number	
<u>Dispute Resolution Policy</u>	<u>June 1, 2019</u>	<u>February 15, 2024</u>
Name of Policy	Effective Date	Revision Date

Sexual Misconduct Policy

EF is committed to the prevention of and to the appropriate response to sexual misconduct.

Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:

1. sexual assault;
2. sexual exploitation;
3. sexual harassment;
4. stalking;
5. indecent exposure;
6. voyeurism;
7. the distribution of a sexually explicit photograph or video of a person to one or
8. more persons other than the person in the photograph or video without the consent
9. of the person in the photograph or video and with the intent to distress the person
10. in the photograph or video;
11. the attempt to commit an act of sexual misconduct; and
12. the threat to commit an act of sexual misconduct.

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.



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**.

The process for making a **complaint** about sexual misconduct involving a student is as follows:

Students should direct their **complaint** to the School Director. If the School Director is not available, students can contact the Student Services Director.

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

The School Director or Student Services Director will acknowledge receipt of the **complaint** within 24 hours.

The process for making a **report** of sexual misconduct involving a student is as follows:

The School Director, or the Student Services Director will complete an incident **report** detailing the facts given by the complainant and the requested action, ensuring local and federal laws are followed.

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

EF will review the **report** within 24 hours and advise of next steps in writing to the complainant within 48 hours.

Please note: These timelines may vary depending on the nature of the report, the severity of the allegations, and any legal or regulatory requirements.

In all instances EF will:

1. Ensure the safety of the victim/survivor.
2. As appropriate, provide emergency numbers for on and off campus security (if applicable), law enforcement, medical assistance, mental health services, and other services.
3. Respect the right of the individual to choose the services they consider most appropriate.



EF will not retaliate, engage in reprisals, or threaten to retaliate in relation to a **complaint** or a **report**.

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.

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:

1. If an individual is at imminent risk of severe or life-threatening self-harm.
2. If an individual is at imminent risk of harming another.
3. There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
4. Where reporting is required by law.
5. 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