

1. MC College is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a range of non-consensual sexual contact and behaviour including the following:
 - sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, or voyeurism
 - the distribution of a sexually explicit photograph or video of a person 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 complain of sexual misconduct without making a formal report. A **Report** is a formal notification of an incident of sexual misconduct to the Campus Director with a request for action.
4. A student making a **Complaint** will be provided with resolution options including accommodation and will not be required or pressured to make a **Report**.
5. To make a **Complaint** about sexual misconduct:
 - a. The student should bring the matter to the attention of Dawn-Marie Hryciw, Campus Director via email to dmhryciw@mccollege.ca or through an in person meeting.
 - b. In the event that Dawn-Marie Hryciw is not available or is involved in the complaint, the student should make the complaint to Cheryl Harrison, Vice President, via email to charrison@mccollege.ca.
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

Upon receiving a complaint of alleged sexual misconduct, the Campus Director will respond within 3 days. She will then request the permission from the student to further investigate the incident which may include the following:

 - a. Meeting with the complainant to determine the date and time of the incident, the individuals who were involved and a description of what occurred.
 - b. Informing the respondent of the complaint, providing details of the allegations and giving the individual an opportunity to respond to those allegations.
 - c. Determining what disciplinary action, if any, should be taken.
7. To make a **Report** about sexual misconduct:
 - a. Students may initiate a formal written **Report** utilizing the Sexual Misconduct Reporting Form.
 - b. The Sexual Misconduct Reporting Form includes a written statement and request for action. The form should be submitted to the Campus Director, Dawn-Marie Hryciw at dmhryciw@mccollege.ca. If the Campus Director is absent or named in the Report, the

statement and request for action will be submitted to the Vice President, Cheryl Harrison at charrison@mccollege.ca.

8. The process for responding to a **Report** of sexual misconduct is as follows:
MC College will:
 - a. Respond in a respectful and understanding manner.
 - b. Seek clarification about what the student would like to do next with the **Report**.
 - c. Respond in writing to the **Report** within 15 days of receiving the **Report**.
 - d. Provide information or make referrals to support service providers with experience addressing sexual assault and trauma.
 - e. If necessary, provide the student with requested reasonable academic accommodation while on campus.
 - f. When necessary, provide contact information for external investigating bodies such as police.
9. MC College will not retaliate, engage in reprisals or threaten to retaliate in relation to any Complaint or Report of sexual misconduct.
10. All processes carried out under 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:
 - 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 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.