

**Royal Bridge College  
Sexual Misconduct Policy**

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Name of Institution

**04308**

Institution Number

**Sexual Misconduct Policy**

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**September 1, 2021**

Effective Date

**September 1, 2024**

Revision Date

1. Royal Bridge College is committed to the prevention of and appropriate response to sexual misconduct. This policy applies to all students in case of any kind of sexual misconduct at Royal Bridge College or at any event organized by the college. It also includes faculty, staff, administration, board members, contractors, volunteers, visitors, and others identified by the institution.
2. Royal Bridge College strives to provide a safe and secure learning environment, to prevent incidents of sexual misconduct and to give support to students in making a disclosure/complaint or report if such incidents occur. Further, the college will treat the individuals who report the incidents of sexual harassment with dignity and respect. The college also aims to educate the college community about prevention of sexual misconduct.
3. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behavior including, but not limited to, 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.

4. 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.
5. 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**.
6. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
  - Royal Bridge College encourages immediate reporting of the incidents of sexual misconduct by those who have knowledge of or who have witnessed said incident.
  - The students can make complaints to their instructor or the Senior Educational Administrator (SEA) who is responsible for making determinations in respect of complaints.
    - Contact the SEA:  
Email: [SEA@rbco.ca](mailto:SEA@rbco.ca)
  - If the SEA is absent or is named in the complaint, the student must address the complaint to the Associate Campus Director.
    - Contact the Associate Campus Director:  
Email: [willie.wei@rbco.ca](mailto:willie.wei@rbco.ca)
7. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - Upon receiving the complaint about the sexual harassment incident, the SEA or the Associate Campus Director will take immediate steps to begin the investigation.
  - The institution will acknowledge receipt of the complaint within three business days.
  - After receiving a complaint, the college will provide the victim/survivor all necessary information on available resources and support.
  - The SEA or the Associate Campus Director will ensure fair treatment with the all parties involved.
  - The SEA or the Associate Campus Director will arrange a meeting with the complainant to collect the necessary information about the incident and to assist the complainant in taking appropriate steps.

- The SEA or the Associate Campus Director may provide emergency numbers for on and off campus security, law enforcement, medical assistance, and mental health services (if required).
  - The SEA or the Associate Campus Director will encourage immediate reporting of the incident and will ensure the safety of the student(s) after the incident.
  - A complaint may not result in a report being made and, therefore, may not initiate a formal process.
  - The consent of the complainant is important to disclose and report the matter for further investigations.
8. The complainant may change his/her mind later on and choose to report to police.
9. The process for making a **Report** of sexual misconduct involving a student is as follows:
- The student must submit a **Report** (written statement and request for action) about the sexual misconduct to the SEA.
    - Contact the SEA:  
Email: [SEA@rbco.ca](mailto:SEA@rbco.ca)
  - If the SEA is absent or is named in the complaint, the student must address the complaint to the Associate Campus Director.
    - Contact the Associate Campus Director:  
Email: [willie.wei@rbco.ca](mailto:willie.wei@rbco.ca)
10. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
- The SEA or the Associate Campus Director will respond to the report as soon as possible, within three business days from the submission of the report.
  - The SEA or the Associate Campus Director will meet the victim/survivor and interview them.
  - Interview the witnesses (if available) of that incident to collect the facts.
  - Interview any other person who may have knowledge of the incident related to the complaint.
  - Determine the date of the incident, time of the incident, the persons involved and any witness of the incident etc.

- After the preliminary investigation which will take a maximum of 5 business days, the SEA or the Associate Campus Director will inform the complainant about the progress and provide a chance to the respondent to respond to the allegations.
- If the individual filing a report to the college withdraws the report, the institution may continue to act on the matter (if required for the safety of Royal Bridge College students).
- Further, the SEA or the Associate Campus Director can also consult with other institution departments, police, community-based victim services programs, or other experts as required.
- The SEA or the Associate Campus Director will determine the appropriate disciplinary action after the investigation, if any should be taken.

(1) Determine that the report is not substantiated; the file is closed.

(2) Determine that the report is substantiated, in whole or in part, and either:

- i. Give the perpetrator a warning clearing up the consequences of further misconduct; or
  - ii. Set a probationary period with appropriate conditions; or
  - iii. Recommend that the perpetrator should be dismissed from the college: or
  - iv. The SEA or the Associate Campus Director will determine the severity of the incident and can refer to police if needed.
- A victim/survivor may also wish to make a formal report of an incident of sexual misconduct to police.
  - The complainant can also make an anonymous report to the police about the incident, through a community-based victim support worker without disclosing his/her identity.

**11. In all instances Royal Bridge College will:**

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

12. It is contrary to this policy for Royal Bridge College to retaliate, engage in reprisals or threaten to retaliate in relation to a **Complaint** or **Report**.
13. 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.
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:
  - 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**.

### **Disciplinary Procedures**

Royal Bridge College will act according to its policies to investigate the incidents related to the sexual misconduct. Royal Bridge College will take disciplinary action, if the college management determines that any student or staff member of the college is involved in sexual misconduct. This disciplinary action may include warning or termination of the employee/ dismissal of the student. Royal Bridge College will not tolerate any form of sexual misconduct.

Royal Bridge College respects the privacy and fair treatment rights of the victims/survivors and alleged perpetrators as such incidents have serious impacts on the physical, mental, and emotional health of the victim/survivor. The college responds to sexual misconduct based on the victims/survivor's consent and the severity of the incident.

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](http://www.privatetraininginstitutions.gov.bc.ca).