

**Name of Policy - Sexual Misconduct Policy**

**Date of Implementation - DEC 01 2021**

**Date of Last Revision - DEC 01 2021**

**Owner / Director / Manager / Administration Staff**

Position(s) Responsible for Implementing this Policy

1. XLNC SCHOOL OF COSMETOLOGY INC., is committed to the prevention of and appropriate response to sexual misconduct.

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

a: Sexual assault;

b: Sexual exploitation;

c: Sexual harassment;

d: Stalking;

e: Indecent exposure;

f: Voyeurism;

g: 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;

h: The attempt to commit an act of sexual misconduct; and

i: The threat to commit an act of sexual misconduct.

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.

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:  
The student may request a date/time to speak privately with the Administration Staff.

The process for responding to a Complaint of sexual misconduct involving a student is as follows: The institution will acknowledge receipt of the complaint within 7 days.

The process for making a Report of sexual misconduct involving a student is as follows: The student will submit a written report to the Administration Staff.

The process for responding to a Report of sexual misconduct involving a student is as follows: The institution will review the Report within 14 days and confirm next steps in writing.

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.

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:

- 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.

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*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).*