



SEXUAL MISCONDUCT POLICY

Excel Career College 221
Name of Institution Institution Number

Sexual Misconduct Policy August 18, 2015 December 26, 2024
Name of Policy Effective Date Revision Date

All Excel Career College Programs
Name of Program

1. Excel Career College (Excel) is committed to the prevention of and appropriate response to sexual misconduct. Excel strives to create a safe, compassionate, and respectful learning environment. Excel will respond to sexual misconduct by:
 - Informing students of their rights to safety, privacy and respect;
 - Informing Excel students and staff about the sexual misconduct policy;
 - Outlining the steps that will be taken in case of sexual misconduct;
 - Providing an outline of the support that students will receive if they come forward with a complaint of sexual misconduct;
 - Outlining Excel’s response to sexual conduct

2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behavior 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.

Definitions:

Sexual Misconduct: Refers to any unwanted verbal, physical, or psychological act carried out with sexual implications, which is humiliating, offensive, or intimidating. Sexual misconduct includes but is not limited to: sexual assault/exploitation/harassment/stalking, distribution of sexually explicit materials, and the attempt or threat to commit a sexual act of misconduct.



Complaint/Disclosure: When a student communicates to another person that they have been involved in, or have knowledge of, sexual misconduct.

Confidentiality: The individual must give permission before Excel can disclose information about the incident to another person or authority. Confidentiality doesn't apply if there is an imminent risk of violence or harm to the individual or another person (such as self-harm or additional assaults), or if there is a conflict with the law, for instance, if a minor (person under 19 years of age) was involved in the incident. Reporting of incidents involving a minor is required by law under the Child, Family, and Community Service Act of British Columbia.

3. A **Complaint** of sexual misconduct is different from 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 the 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.

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. Excel will respond immediately to reported incidents which may include an investigation in response to allegations.

5. The process for making a Complaint about sexual misconduct involving a student is as follows: If you are a student and a fellow student discloses information about sexual misconduct, you are encouraged to respond in a respectful and non-judgmental way and to bring the information to the Campus Director or Student Services Manager. If you are an instructor or admin staff member and a student or fellow staff member discloses information about sexual misconduct, you are encouraged to respond in a respectful and non-judgmental way and to bring the information to the Student Services Manager. If you would like to file a formal complaint/report, you should seek a private audience with the Campus Director, Carrie-Lynn Hicks (carrie-lynn@excelcareercollege.com), or Student Services Manager, Lucas Spada (studentsupport@excelcareercollege.com) if the Campus Director is absent and/or named in the complaint. Complaints from students are relevant whether the incident occurred on or off school property.

6. Excel's process for responding to a Complaint of sexual misconduct involving a student is as follows: Excel will ensure the immediate safety of the student and will ask if the student needs immediate medical treatment, including emergency services. Excel will inform the student about relevant services they can access, and provide information for contacting those services if they choose. (Example: The Advocacy Centre, which will provide specialized victim assistance to victims of sexual violence, and the Canadian Mental Health Association). Excel will discuss the next steps that can be taken by the student and Excel, which may include filing a police report and Excel conducting an investigation into the incident.

7. The process for making a Report of sexual misconduct involving a student is as follows: Provide a written statement and request for the desired action to the Campus Director,



Carrie-Lynn Hicks (carrie-lynn@excelcareercollege.com), or Student Services Manager, Lucas Spada (studentsupport@excelcareercollege.com) if the Campus Director is absent and/or named in the complaint.

8. The process for responding to a Report of sexual misconduct involving a student is as follows: The Campus Director will acknowledge and review a Report of sexual misconduct within two business days and will follow up with the student to invite them for an in-person meeting. If it is the student's preference, the meeting will be conducted via telephone. Students may have a legal agent or friend accompanying them to the meeting. The next steps or any decisions made will be communicated to the student in writing within a reasonable timeframe following the receipt of the Report. The steps for making or responding to a Report of sexual misconduct involving an instructor or admin staff member are the same as if the individual were a student.

9. Excel reserves the right to pursue legal action, conduct internal investigations, bring incidents to higher authorities (such as police) and conduct any other necessary and appropriate actions in order to preserve the safety and security of its staff, instructors and students.

10. 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.

11. 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.

12. 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.
- 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 it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.
- Where reporting is required by law.

Excel Career College 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.