



Sexual Misconduct Policy

1. **Vancouver College of Dental Hygiene Inc.** is committed to the prevention of sexual misconduct and appropriate response to sexual misconduct.
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.
3. 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.

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**.
5. The process for making a **Complaint** of sexual misconduct involving a student is as follows:

Students that wish to make a complaint about sexual misconduct may contact:

Ms. Carole-Anne Mrcic Dip.DH, RDH, PID, BHSc
Senior Educational Director
1205-6th Avenue
New Westminster, B.C
V3M 2C1
604-215-7611
caroleannem@vancouver-college-dental.org

Should the Senior Educational Director be absent:

Ms. Alecia Casselman
Educational Assistant
1205-6th Avenue
New Westminster, B.C
V3M 2C1
604-215-7611
aleciac@vancouver-college-dental.org

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

The Senior Educational Director and or Educational Assistant will acknowledge receipt of the complaint of sexual misconduct within 14 business days.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:

A student making a report of sexual misconduct will submit a completed written **Report (written statement and request for action)** must do so to the Senior Educational Director, using the following contact information:

Ms. Carole-Anne Mrsic Dip.DH, RDH, PID, BHSc
Senior Educational Director
1205-6th Avenue
New Westminster, B.C
V3M 2C1
604-215-7611
caroleannem@vancouver-college-dental.org

Should the Senior Educational be absent, the written **report** will be submitted to the Educational Assistant using the following contact information:

Ms. Alecia Casselman
Educational Assistant
1205-6th Avenue
New Westminster, B.C
V3M 2C1
604-215-7611
aleciac@vancouver-college-dental.org

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

The Senior Educational Director and or Educational Assistant will acknowledge receipt of the complaint of sexual misconduct within 14 business days.

9. In all instances the institution 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.

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.
- 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.

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.