



## **SEXUAL MISCONDUCT AND HARASSMENT POLICY**

Story Institute

PTIB# 4423

DLI#O266418531812

Effective Date: Jan 6, 2018

Revision Date: May 2, 2022

### **Responsibility**

All employees, contractors, and students

### **Policy**

Sexual harassment is discrimination and is against the law. Story Institute will not tolerate sexual misconduct or harassment, of or by, employees, contractors or students.

1. Story Institute 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:
  - 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 about sexual misconduct involving a student is as follows:

STEP ONE: When a complaint arises, the student with the complaint will be discreetly contacted by the Senior Educational Administrator ([michaelcoleman@storyinstitute.ca](mailto:michaelcoleman@storyinstitute.ca)) to provide access and details on filing a formal report, and/or accessing needs for counselling or other external support. If the concern involves the Senior Educational Administrator, the issue may be presented to the Student Experience Coordinator ([mariellacostanzi@storyinstitute.ca](mailto:mariellacostanzi@storyinstitute.ca)) who will forward the concern to the Board of Directors (Fred Ewanuick, Josh Quocksister, and Daniel Heinz) for review and options for a resolution.

6. The process for making a Report about sexual misconduct involving a student is as follows:

STEP ONE: When a report arises, the student filing the report will be discreetly contacted by the Senior Educational Administrator ([michaelcoleman@storyinstitute.ca](mailto:michaelcoleman@storyinstitute.ca)). If the concern involves the Senior Educational Administrator, the issue may be presented to the Student Experience Coordinator ([mariellacostanzi@storyinstitute.ca](mailto:mariellacostanzi@storyinstitute.ca)) who will forward the concern to the Board of Directors (Fred Ewanuick, Josh Quocksister, and Daniel Heinz) for review and options for a resolution.

STEP TWO: The Senior Educational Administrator will arrange to meet with the student(s) to discuss the concern and desired resolution within 10 school days of receiving the written concern. The Senior Educational Administrator will document the conversation in the school's Incident Form. A copy shall be given to the student, a copy will be placed in the school's Incident Form File, and the original will be placed in the Student File. In the event the issue involves the Senior Educational Administrator, the student will meet with either the Student Experience Coordinator and/or one or more of the Board of Directors to discuss the concern and desired resolution. The process must describe, in detail, how the complaint will be handled from initiation through the final resolution of the complaint.



The necessary enquiries and/or investigations shall be completed and documented no later than 30 days following the receipt of the written concerns. The Senior Educational Administrator will do one of the following within 30 days of receiving the written concerns:

Determine the concerns are not substantiated; or

Determine the concerns are substantiated in whole or in part; or If it has been determined the concerns are substantiated in whole or in part, the Senior Educational Administrator shall include a proposed resolution of the substantiated concern(s). If the student is not satisfied with the determination of the Senior Educational Administrator or Compliance Director, a third party mediator may be requested to assist in the resolution of the dispute. Story Institute will provide the reasons for the determination and the consideration and the reconsideration (if any) to the student within 30 days after the date on which the student made the complaint.

The written reasons will advise a student, that if the student is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, the student may file a complaint with the Private Training Institutions Branch (PTIB) ([www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)). Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.

The student making the complaint may be represented by an agent or a lawyer.

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