

Heli-College Canada Training Inc.		0809
Name of Institution		Institution Number
Sexual Misconduct Policy	2016/09/01	2021/08/27
Name of Policy	Effective Date	Revision Date

1. Heli-College Canada Training 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 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 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.
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:
 - Should any student believe that the behavior of a fellow student or Staff member constitutes sexual misconduct or if the student feels intimidated in any way the student should file a complaint with the Chief Flight Instructor, **Lyle Watts** email: lyle@heli-college.com or in his absence the Student Services Representative, **Laurie Smith** email: hccadmin@heli-college.com.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - Complaints of Sexual misconduct will be received within 5 working days and investigated within 10 working days. A response will be delivered promptly thereafter. If disciplinary action is warranted the complainant will be notified within 15 working days.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - A student reporting an incident of sexual misconduct shall, after reporting the incident to the Chief Flight Instructor, **Lyle Watts**; submit a written statement and make a request for action. In the absence of Lyle Watts a report can be filed with the Student Services Representative, Laurie Smith.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - Once a course of action is decided, an investigation shall proceed and a determination will be presented in writing within 15 working days.
 - The reporting complainant will be advised if and when disciplinary action is to be taken, whatever that is determined to be.
9. 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.
10. 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.
11. 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.