



SEXUAL MISCONDUCT POLICY

True North College	4701
Name of Institution	Institution Number
Sexual Misconduct Policy	March 3, 2025
Name of Policy	Effective Date
	March 3, 2025
	Revision Date

1. True North College 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 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.



SEXUAL MISCONDUCT POLICY

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: 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 Administrator, Manpreet Kaur (admin@truenorthcollege.com). 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 Administrator, Manpreet Kaur (admin@truenorthcollege.com). If you would like to file a formal complaint/report, you should submit the complaint with the Administrator, Manpreet Kaur (admin@truenorthcollege.com) or Vice President, Sukhmani (sukhmani@truenorthcollege.com) if the Administrator is absent and/or named in the complaint.
6. The process for responding to a Complaint of sexual misconduct involving a student is as follows: True North College will ensure the immediate safety of the student and will ask if the student needs immediate medical treatment, including emergency services. True North College will inform the student about relevant services they can access, and provide information for contacting those services if they choose. Next steps will be discussed which may include filing a police report and True North investigating 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 Administrator, Manpreet Kaur (admin@truenorthcollege.com) or Vice President, Sukhmani (sukhmani@truenorthcollege.com) if the Administrator 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 Administrator will acknowledge and review a Report of sexual misconduct within two business days. If it is the student's preference, the meeting will be conducted via telephone or virtually. Students may have a legal agent or friend accompanying them to the meeting. The next steps or any decisions made will be



SEXUAL MISCONDUCT POLICY

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. 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. True North College reserves the right to pursue legal action, conduct internal investigations, bring incidents to law enforcement and conduct any other necessary and appropriate actions in order to preserve the safety and security of its staff, instructors and students.
11. 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.
12. 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.
13. 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.



SEXUAL MISCONDUCT POLICY

True North 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.