



SEXUAL MISCONDUCT POLICY

DEFINITIONS

Sexual Misconduct is defined as any of 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 photo or video.
- The Attempt to Commit an Act of Sexual Misconduct
- The Threat to Commit an Act of Sexual Misconduct

A Disclosure or Complaint is when the victim/survivor 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 report to police.

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 can be made by anyone, but not limited to the victim/survivor.

Roles and Responsibilities: the Student Services Manager (studentservices@picachef.com) is the primary point of contact for disclosures, complaints or reports of sexual misconduct.

POLICY

1. PICA takes all disclosures, complaints and reports of sexual misconduct seriously and will respond to them thoroughly and expeditiously, providing appropriate accommodations to the victim/survivor as needed.
2. A student making a complaint of sexual misconduct will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a report.
3. It is contrary to this policy for this institution to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.
4. 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.
5. 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.



PROCEDURE

1. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - a. A complaint about sexual misconduct involving a student should be directed to Student Services Manager, Jennifer dela Luna, jen@picachef.com, 604-734-4488.
 - b. The alternate contact, in the absence of Ms. dela Luna, will be Steve Whiteside, COO, Steve@picachef.com, 604-734-4488.
2. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - a. The Student Services Manager, or alternate, will review the complaint and meet with the student to discuss the concern within 5 days of receiving the written complaint.
3. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - a. A report of sexual misconduct must be made in writing and will include a written statement describing the complaint. This report should be directed to Student Services Manager, Jennifer dela Luna, jen@picachef.com, 604-734-4488, or as an alternate, to Steve Whiteside, COO, Steve@picachef.com, 604-734-4488.
4. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - a. Upon receiving a written report of sexual misconduct, the Student Services Manager, or the alternate, will notify the person providing the report that a response to the report is in progress and will advise of whatever enquiries and/or investigations are necessary.
 - b. Written reasons for the determination will be provided to the student within 30 days of receipt of the written complaint.
5. If reconsideration of the determination is required, this will be conducted by the COO, Steve Whiteside, Steve@picachef.com.

RESOURCES: [Be More Than a Bystander](#) is BC Program to create awareness and urge everyone to "Break the Silence on Violence against Women".