

Sexual Violence and Misconduct Policy

Classification:	Training Centre Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
Date First Approved:	2025-03-05
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Date to Complete Mandatory Review:	

PURPOSE

UBC Training Centres are committed to providing a safe and respectful environment for all individuals involved in our programs and activities. This policy aims to prevent and address sexual violence and misconduct within our institutions and to ensure that all individuals are aware of the procedures and support available in the event of sexual misconduct.

SCOPE

This policy applies to all members of the Training Centre community and extends to all UBC Training Centre property and events held off-site.

DEFINITIONS

Sexual violence is defined as, any sexual act or other act directed against a person's sexuality using coercion by any person regardless of their relationship, in any setting. Sexual Violence and misconduct encompass a range of behaviours including but limited to, sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, the distribution of an intimate image without the consent of the individual depicted in the image, the attempt to commit an act of sexual misconduct, and the threat to commit an act of sexual misconduct

POLICY

Sexual Misconduct Prevention:

1. UBC Training Centres are dedicated to preventing sexual violence and misconduct through ongoing education, training, and awareness campaigns.
2. We will provide resources and programming to educate our community about healthy relationships, consent, and bystander intervention.

Response to Reported Sexual Misconduct:

1. Our Training Centres are dedicated to promoting a culture of respect, consent, and safety, and we prioritize the well-being of our students.
2. Immediate action will be taken upon receiving a report of sexual misconduct.
3. UBC Training Centres will prioritize the victim's well-being by providing immediate support and offering access to confidential resources such as counselling services.
4. A thorough investigation will be launched. This will involve collaborating with relevant authorities and legal professionals to gather necessary evidence and information and to determine what steps should be taken.

5. The Training Centre will act appropriately per our Disciplinary Action Policy in response to misconduct findings.

Confidentiality:

1. The Training Centre will respect the confidentiality of all parties involved to the extent possible while also fulfilling its obligation to investigate and address reports of sexual violence and misconduct.

Public Availability:

1. The Training Centre will make the Sexual Misconduct Policy publicly available on an internet site maintained by or on behalf of the Training Centre to ensure transparency and accessibility for all members of the Training Centre community and the public.

PROCEDURE

Making a Complaint

Action

1. Members of the Training Centre Community who have experienced sexual misconduct are encouraged to share their experiences with a staff member. There is no time limit for reporting such incidents.
2. The staff or faculty member will then provide the individual with information about the support and resources available and will also discuss the option of filing a formal report if they wish. It's important to understand that filing a complaint doesn't automatically trigger an investigation.

Responsibility

Victim of sexual misconduct or witness of sexual misconduct

Training Centre Staff

Responding to a Complaint

Action

1. The staff or faculty member who receives a complaint should avoid asking questions or making comments that suggest judgment or blame toward the person making the complaint.
2. The complaint will be kept confidential, except in the following cases: if the victim is at risk of harming themselves or others, if the victim is a minor or vulnerable person, or if disclosing the complaint is required by law. In such instances, the staff or faculty member will report the complaint to the Training Coordinator.
3. The staff or faculty member will also inquire whether the victim wishes to disclose the misconduct to the Training Coordinator in order to receive any necessary academic accommodations. In this scenario, the complaint will remain confidential.
3. After receiving the information from step 2, the Training Coordinator will determine whether to initiate an investigation and/ or contact the authorities.

Responsibility

Training Centre Staff

Training Centre Staff

Training Centre Staff

Training Coordinator

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| 4 | The victim has the option to report the matter to authorities at any time on their own accord. | Victim |
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Making a Report of Sexual Misconduct

Action

1. Members of the Training Centre Community who have been affected by sexual misconduct are encouraged to speak with a staff member about their experience. The staff will then provide the victim with the Sexual Misconduct Report Form, which can also be found in the policy document.
2. Staff or Faculty members who receive a report will avoid asking questions or making comments that could be seen as judgmental or blaming towards the person reporting the misconduct. They will also inform the victim about the immediate support and resources that are available.
3. The victim should fill out the form and submit it to the Training Coordinator, either in person or via email.

Responsibility

Victim of Sexual Misconduct

Training Centre Staff

Victim of Sexual Misconduct

Responding to a Report of Sexual Misconduct

Action

1. Upon reception of the report, and depending on the severity of the misconduct, the Training Coordinator will initiate an investigation and, if necessary, escalate the matter to the authorities.
2. The Training Coordinator will reach out to the victim, providing immediate support and discussing potential academic adjustments such as extensions, distance learning, or a no-penalty Leave of Absence, among other options.
3. The Training Coordinator and the Area Training Manager will collaborate to thoroughly review evidence and interview witnesses in order to gain a comprehensive understanding of the situation.
4. If the individual named in the report is found to have committed sexual misconduct, as determined by either the Training Centre or the authorities, they will be subjected to the Disciplinary Action Policy. In cases involving acts beyond a threat of sexual misconduct, immediate expulsion from all UBC Training Centres in Canada will ensue.
5. If the individual in question is a member of the UBCJA, the Director of Training will engage appropriate personnel to conduct a review of the individual's membership with the organization.

Responsibility

Training Coordinator

Training Centre Staff

Training Coordinator/ Area Training Manager

Area Training Manager/ Director of Training

Director of Training

RELATED POLICIES

Disciplinary Action Policy
FIOPPA
Student dismissal Policy
Student code of conduct

Sexual Misconduct Report Form

Sexual violence and misconduct encompass a range of behaviours including, but not limited to, sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, the distribution of an intimate image without the consent of the individual depicted in the image, the attempt to commit an act of sexual misconduct, and the threat to commit an act of sexual misconduct. If someone has committed an act of Sexual Misconduct against you, please complete this form and submit it to the Training Coordinator.

Date of Incident:

Time of Incident:

Location of Incident:

Name of Person(s) Who Committed the Misconduct:

Name of Witnesses to the Misconduct (if any):

Description of Incident:

Please provide a detailed description of the misconduct incident, including any relevant information and witnesses.

Detail any immediate actions taken in response to the incident:

Victim Name:

Phone Number:

Thank you for completing this form, and demonstrating courage to address sexual violence. Rest assured that the information provided will be handled with the highest level of sensitivity and confidentiality.