

SEXUAL MISCONDUCT POLICY

PURPOSE STATEMENT

CCST Vancouver has a responsibility to create safe and respectful campus environment. It will ensure that victims are provided with appropriate support and treated with compassion. The Dean of Students will be the first person to respond to any complaint or reporting of sexual misconduct, and if needed he/she will consult with the principal to form a 3-person committee to address the situation. CCST Vancouver respects the privacy and procedural fairness of the victim and alleged offender.

SCOPE AND APPLICATION

This policy applies to misconduct involving students primarily, and only secondarily to other campus personnel including faculty, staff, administration.

The space of application is mainly on the physical campus, but not excluding official activities conducted online and off campus.

Sexual misconduct includes the following: sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, distribution of sexually explicit photograph or video of a person, attempt to commit an act of sexual misconduct, threat to commit an act of sexual misconduct.

This policy may be considered as special addition to the CCST Vancouver policy against sexual harassment in the Student Handbook Appendix One.

RESPONDING TO DISCLOSURES/COMPLAINTS AND REPORTS OF SEXUAL MISCONDUCT

CCST Vancouver is committed to act in accordance with the principles of procedural fairness in dealing with allegations of sexual misconduct.

CCST Vancouver encourages immediate reporting by those who have knowledge of incidents of sexual misconduct to the Dean of Students.

CCST Vancouver will take immediate action to assign the Dean of Students to speak with the involved parties to understand and assess the situation to see if further action needs to be taken. If deemed necessary, the Dean of Students will notify and consult with the Principal.

CCST Vancouver when deemed necessary will alert the seminary community of potential danger due to the occurrence of the incident.

A person may choose to disclose incident of sexual misconduct without filing a formal report.

After receiving a disclosure, the Dean of Students may provide counseling to the victim, and if needed to first notify and consult with the Principal, and subsequently refer to professional counsellor, and/or request the Academic Dean to make necessary accommodations to his/her academic requirements.

In the case of a formal report being filed to CCST Vancouver, the filing person may choose to withdraw the report, in which case CCST Vancouver may choose to continue or terminate the investigation.

Filed report will be viewed by the Dean of Students to determine if it is properly substantiated.

If the report is found to be properly substantiated, the alleged offender will be approached by the Dean of Students, and in consultation with the Principal, with the full report.

CONFIDENTIALITY AND INFORMATION SHARING

CCST Vancouver will keep the complaint or report as confidential, unless it is necessary to make it public to avoid further incidents or required by law. In case the incident needs to be made public, personal info such as names will not be disclosed to protect all parties involved. In circumstances when victim's name is involved, a signed consent will be required.

REVIEW

This policy will be reviewed every 3 years or as directed by the Minister of Advanced Education.

In the review process, a team of 5 representing administration, faculty and staff, together with 2 representatives appointed by student council will be formed for the task.

RELATED DOCUMENTS AND LEGISLATION

Campus Sexual Violence: Guidelines for a Comprehensive Response, Ending Violence Association of BC, May 2016 (http://endingviolence.org/wp-content/uploads/2016/05/EVABC_CampusSexualViolenceGuidelines_vF.pdf)

Sexual Violence and Misconduct Policy Act ([Sexual Violence and Misconduct Policy Act \(gov.bc.ca\)](http://www.gov.bc.ca))

SEXUAL MISCONDUCT PROCEDURES

RECEIVING A DISCLOSURE/COMPLAINT OF SEXUAL MISCONDUCT

Anyone receiving a disclosure/complaint should try to hear out the person without judgment and with compassion. It is the right of the victim to decide to what extent he/she wants to disclose.

RESPONDING TO DISCLOSURE/COMPLAINTS/REPORTS OF SEXUAL MISCONDUCT

After ensuring the safety of the victim, the person receiving a disclosure may suggest to refer the victim to the Dean of Students. If the victim agrees, the victim may do it by himself/herself, or request someone to do it on his/her behalf.

After receiving a complaint, the Dean of Students may decide whether counseling, medical help for the victim is needed. In serious situations, the Dean of Students may in consultation with the Principal report to the police.

REPORTING OPTIONS

Disclosure Only. The victim can decide if he/she just wants to disclose the incident to someone trustful in order to seek support.

Police. The victim may also consider filing a formal report to the police as a criminal offence, in which case the victim should be accompanied by the Dean of Students for support.

Non-Criminal Processes

The victim should follow procedures of complaint as stated in the Student Handbook Appendix One on Sexual Harassment.

Criminal Processes

The Dean of Students, in consultation with the Principal, will arrange to have a police officer to meet with the victim on campus to discuss the possibility of making a criminal report.

The Dean of Students, in consultation with the Principal, may also accompany the victim to the police station to file a report. If criminal charges are laid, the Dean of Students may further act as liaison between the police and the victim if necessary.

If necessary, the Dean of Students may assign another person in his/her place in the Criminal Processes, with written consent of the victim.

Unless the safety of others is involved, the victim in general will decide if reporting to the police is necessary.

ROLES AND RESPONSIBILITIES

The Dean of Students will be the first person to take care of complaints of sexual misconduct.

In case of his/her absence, the Principal will assume this role of the Dean of Students.

If the Dean of Students deems it necessary, a 3-person response team can be formed in consultation with the Principal to handle the situation.

RESOURCES

靈機輔導-中信溫哥華中心 CCM Centre Vancouver:

<https://centre.vancouver.ccmcanada.org/%E9%9D%88%E6%A9%9F%E8%BC%94%E5%B0%8E/>

Burnaby Counseling Group: <https://counsellinggroup.org/>

RELATED POLICIES AND PROCEDURES

Student Handbook Appendix One: Sexual Harassment