

Sexual Misconduct Policy

Sea Land Air Flight Centre (Institution Number: 03535)

Effective Date: Aug 15, 2021

Revision Date: Apr 29, 2022

Responsibility and Commitment

Sea Land Air Flight Centre is committed to the prevention of and appropriate response to sexual misconduct. 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. It is contrary to this policy for SLA to retaliate, engage in reprisals or threaten to retaliate in relation to a Complaint or a Report.

What is Sexual misconduct

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.

Complaint and Report

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. For the purposes of this document, a disclosure/complaint is when the victim/survivor discloses/chooses to tell someone at the post-secondary institution of an incident of sexual misconduct in order to seek support but may not want to make a report to police or campus authorities. 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 including, but not limited to, the victim/survivor. A student or SLA staff member making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**. SLA will respect the right of the individual who has

experienced sexual misconduct to choose the most appropriate services and to independently determine whether to contact police and/or make a formal report (with the understanding that if there is imminent risk to others the need to report to authorities may supersede the rights of the individual). SLA will respect the choice of the individual as to what and how much to disclose about the experience.

Making a Complaint

The process for making a **Complaint** about sexual misconduct involving a student or SLA staff member is as follows:

- A complaint should be directed to the Chief Flight Instructor, Akiko Takami or the Accountable Executive / President, Daniel Lai verbally or in writing.

Responding to a Complaint

The process for responding to a **Complaint** of sexual misconduct involving a student or SLA staff member is as follows:

- The Chief Flight Instructor or the Accountable Executive will acknowledge receipt of the Complaint within 3 days when a complaint was made in writing.
- The CFI will review the complaint and conduct an investigation by :
 - Collecting and reviewing documents that may contain relevant information.
 - Interviewing individuals, including witnesses, who may have relevant information.
 - Conducting additional interviews with the victim or the alleged perpetrator.
- When the investigation takes more than 7 days, the CFI will report the progress of the investigation to the victim of sexual misconduct.
- The Chief Flight Instructor or the Accountable Executive will have a consultation with the victim of sexual misconduct to provide support and seek resolution within 10 days after the date on which the complaint was made.
- Resolution options to ensure the safety of the victim/survivor including, but not limited to:
 - 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.
 - Separating the victim and an alleged perpetrator by scheduling for them to be present at the different time in SLA facilities.
 - **Authorized leave** of the victim or/and an alleged perpetrator,
 - Removing an alleged perpetrator from classes, from part or all of the campus, while ensuring procedural fairness and any other applicable laws are respected. These apply

even in circumstances where the victim/survivor chooses not to file a report to the police.

Making a Report

The process for making a **Report** of sexual misconduct involving a student or SLA staff member is as follows:

- The victim will prepare a written statement which describes the incident with possible request for action.
- The report should be directed to the Chief Flight Instructor, Akiko Takami or the Accountable Executive / President, Daniel Lai.

Responding to a Report

The process for responding to a **Report** of sexual misconduct involving a student or SLA staff member is as follows:

- The Chief Flight Instructor or the Accountable Executive will acknowledge receipt of the report within 3 days when a report was made in writing.
- The CFI will review the report and conduct an investigation by :
 - Collecting and reviewing documents that may contain relevant information.
 - Interviewing individuals, including witnesses, who may have relevant information.
 - Conducting additional interviews with the victim or the alleged perpetrator.
- When the investigation takes more than 7days, the CFI will report the progress of the investigation to the victim of sexual misconduct.
- The Chief Flight Instructor or the Accountable Executive will have a consultation with the victim of sexual misconduct to provide support and seek resolution within 10 days after the date on which the complaint was made.
- Resolution options to ensure the safety of the victim/survivor including, but not limited to:
 - 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.
 - Separating the victim and an alleged perpetrator by scheduling for them to be present at the different time in SLA facilities.
 - **Authorized leave** of the victim or/and an alleged perpetrator,

- Removing an alleged perpetrator from classes, from part or all of the campus, while ensuring procedural fairness and any other applicable laws are respected. These apply even in circumstances where the victim/survivor chooses not to file a report to the police.

Confidentiality

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.

Contact information

Chief Flight Instructor, Akiko Takami - Email: aki@sealandair.ca Tel: 604-940-6811

Accountable Executive, Daniel Lai - Email: daniel@sealandair.ca Tel: 604-295-8176 ext. 1141

Help outside SLA

If you or someone you know is a victim of sexual assault, help is available. For information, please see the [sexual assault fact sheet](#) provided by [Victim Services and Crime Prevention \(Ministry of Public Safety and Solicitor General\)](#). You can also call [your local police](#) or [VictimLinkBC](#) for information and support.

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.