



Harassment & Anti-Racism Policy

Institution: Sea Land Air Flight Centre (03535)

Applies to: All students, instructors, staff, contractors, volunteers, and visitors

1) Purpose

Sea Land Air Flight Centre (“the School”) is committed to a learning and working environment that is safe, respectful, inclusive, and free of harassment, racism, bullying, and discrimination. This policy aligns with the BC Private Training Act and related PTIRU requirements, the BC Human Rights Code, and WorkSafeBC obligations for psychological safety.

2) Scope

This policy applies to conduct by students, employees, contractors, and visitors in all school-operated, airport-based, and off-site environments, including digital platforms used for school purposes.

3) Definitions

Harassment: unwelcome conduct that demeans or intimidates.

Racism: actions or comments based on race, colour, ancestry, place of origin, or perceived ethnicity.

Discrimination: adverse treatment based on a protected ground.

Bullying: repeated hostile or demeaning behaviour.

Sexual Harassment: sexualized comments, conduct, or unwanted contact.

4) Guiding Principles

Zero tolerance; dignity and respect; confidentiality; and safety culture.

5) Roles & Responsibilities

The School provides a respectful environment and investigates complaints. Students and staff must report concerns and cooperate with investigations.

6) Prohibited Conduct

Examples include racial slurs, derogatory jokes, unwanted sexual comments or touching, exclusion, threats, and intimidation.

7) Reporting

Fill in the compliant form in Appendix A and send it to:

Primary Contact: Akiko Takami, Chief Flight Instructor (aki@sealandair.ca) or

Backup Contact: Daniel Lai, Accountable Executive (daniel@sealandair.ca)



Emergency: call 911.

External options: WorkSafeBC, BC Human Rights Tribunal, or police.

8) Investigations

Complaints will be acknowledged within 5 business days and, where appropriate, investigated within 30–45 days.

9) Corrective Action

Actions may include training, written warnings, suspension, dismissal, termination, or other appropriate remedies.

10) Anti-Retaliation & Privacy

Retaliation is prohibited. Records are confidential and securely stored. For full protections relating to this subject refer to the Anti-Retaliation and Safe Disclosure Policy.

11) Review

This policy is reviewed annually or sooner if requirements change.



Appendix A – Harassment / Racism Complaint Form

Your Information:

Name: _____ Role: _____

Program/Position: _____

Contact (email/phone): _____

Incident Details:

Date/Time: _____

Location: _____

Description:

Parties Involved:

Respondent(s): _____

Witnesses: _____

Evidence Attached: ☐ Yes ☐ No

Resolution Requested: ☐ Informal ☐ Formal

Signature: _____ Date: _____