



Sexual Misconduct Policy

Effective: September 1st, 2021

Responsibility: All Employees, Senior Educational Administrator, Onsite Administrator

Date of Last Revision: September 1st, 2021

Metropolitan Community College is committed to the prevention of and appropriate response to 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.

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. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action.

A student making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.

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

- a. If urgent assistance is required, call 9-1-1 immediately
- b. In the situation the **Complaint** is non-urgent, the student should address the **Complaint** to Mike Weeks, Academic Director by email: admin@metropolitancollege.ca. Students are encouraged to copy the email to info@metropolitancollege.ca for faster response in case the primary individual is absent.



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

- a. The College will acknowledge receipt of the **Complaint** within 2 business days

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

- a. In the situation the **Report** is non-urgent, the student should address the **Report** to Mike Weeks, Academic Director by email: admin@metropolitancollege.ca. Students may contact Harman Li, Executive Director by email: harman@metropolitancollege.ca in case the primary individual is absent.

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

- a. The College will acknowledge receipt of the **Report** within 2 business days
- b. The College will review the **Report** and confirm next steps in writing to the student within 5 business days

It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a **Complaint** or a **Report**.

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.

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**.