

<u>Kaplan International Vancouver</u>	<u>3936</u>	
Name of Institution	Institution Number	
<u>Sexual Misconduct Policy</u>	<u>September 1, 2021</u>	<u>December 6, 2022</u>
Name of Policy	Effective Date	Revision Date

1. **Kaplan International Vancouver** is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour 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.
3. A **Complaint** of sexual misconduct is different from a **Report** of sexual misconduct. A Complaint is when the victim/survivor discloses or chooses to tell someone at the institution of an incident of sexual misconduct in order to seek support but may not want to make a formal report to police or the institution. 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 does not have to be made by the victim/survivor.
4. 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**.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:

Contact in person, through email, or phone:

 1. School Director, Lynne Gladstone, lynne.gladstone@kaplan.com, 778 375-3146
 2. Assistant Director, Carla Parsons, carla.parsons@kaplan.com, 778 375-3147
 3. Academic Manager, Diana Wu, diana.wu@kaplan.com, 778 375-3154

Subsequent filing of the **Complaint** *in writing* to the School Director, Assistant School Director or Academic Manager may be requested.
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

KI Vancouver will:

- acknowledge receipt of the **Complaint** within 1 business day
- forward the **Complaint** to the School Director
- log an Incident Report with Kaplan International Languages Senior Management

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

Contact in person, through email, or phone:

1. School Director, Lynne Gladstone, lynne.gladstone@kaplan.com, 778 375-3146
2. Assistant Director, Carla Parsons, carla.parsons@kaplan.com, 778 375-3147
3. Academic Manager, Diana Wu, diana.wu@kaplan.com, 778 375-3154

If the above are not available, please contact Vice-President of Operations, Daniel Kovacs, daniel.kovacs@kaplan.com, 312-448-6474

Subsequent filing of the **Report in writing** to the School Director, Assistant School Director, Academic Manager or Vice-President of Operations will be required.

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

KI Vancouver will acknowledge receipt of the **Report** within 1 business day

Kaplan Vancouver will review the **Report** within a reasonable timeframe (maximum 10 business days) and confirm next steps in writing.

The School Director, together with Senior Management, will:

- determine whether an investigation should take place and if the Complainant wishes to participate in the investigation;
- determine who should conduct the investigation with regard to the seriousness of the allegation and the parties involved;
- determine whether the incident should be referred immediately to the police;
- determine if any interim measures are necessary pending the investigation process such as moving either parties to an alternate method of course delivery

If an investigation is initiated:

- the Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
- the Complainant will be interviewed to ensure a complete understanding of the allegation and to gather additional information that may not have been included in the written complaint, such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
- the Respondent will be interviewed and informed of the complaint, provided details of the allegations and provided an opportunity to respond to the allegations, including providing any witnesses the Respondent feels are essential to the investigation;
- any person involved or who has, or may have, knowledge of the incident and any identified witnesses will be interviewed;
- reasonable updates to the Complainant and the Respondent about the status of the investigation will be provided

Following the investigation, the School Director, Student Services Manager, or Director of Studies will:

- review all of the evidence collected during the investigation;

- determine whether sexual violence occurred; and if so
 - determine what disciplinary action, if any, should be taken
9. In all instances the institution will:
- Ensure the safety of the victim/survivor.
 - 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.
10. 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.
11. 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.
12. 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.

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.