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| **E&E Education Centre** |  | **ID-4546** |
| Name of Institution |  | Institution Number |
| **Sexual Misconduct Policy** |  | **Sept 7, 2021** |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |

**Policy Statement**Every student at E&E Education Centre, no matter their age, gender, race, sexual orientation, gender expression, or gender identity has a right to freedom from sexual violence and misconduct and the right to a safe and secure learning and living environment. E&E Education Centre will not tolerate any form of sexual violence or sexual misconduct under any circumstances.

This applies to physical interaction and interpersonal and electronic communications, such as handwritten notes, e-mails, text messages, videos, or photographs. This policy also applies to all of E&E Education Centre’s buildings, including its campuses, homestays, and the E&E Education Centre residence.

*What is Sexual Misconduct?*

Sexual misconduct includes any unwanted act or behaviour – physical, verbal, or psychological carried out through sexual means or by targeting sexuality. It can include sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, the distribution of sexually explicit photographs or video, and the attempt or threat to commit any of the above acts.

**Reporting and Response**

*Response Approach and Principles*

1. All parties involved are treated with dignity and respect.
2. Victims, witnesses, or those who have knowledge of incidents of sexual misconduct are encouraged to report information as soon as possible.
3. Those in authority are committed to immediate action.
4. E&E Education Centre recognizes the importance of confidentiality and privacy of those who have made a report or complaint and to the alleged perpetrator.  We are committed to doing our best to respect the confidentiality of all persons involved and will remain consistent with the *Freedom of Information and Protection of Privacy Act* and/or the *Personal Information Protection Act* regarding sharing of information.
5. E&E Education Centre is committed to respecting the rights of those who report an incident to make their own decisions about accessing support services, making an official report, or pursuing external processes such as a criminal or civil action.
6. E&E Education Centre will not tolerate any retaliation against anyone involved in a report or an investigation.

**Whom to Report and Make a Complaint to**

1. If a student feels they are in immediate danger, or fear for their safety, they should call 9-1-1 emergency to report an incident of sexual violence or misconduct.
2. If a student feels they have been sexually violated in any way they should report this to their marketer and/or any staff of instructor of the E&E Education Centre.

*Receiving a Report or Complaint of Sexual Misconduct*

The individual receiving the report or complaint will:

1. Listen without judgement and respect confidentiality.
2. Respect the right of the individual to choose the services they feel are most appropriate and to decide whether to formally make a report to the institution or police.
3. Recognize that disclosing can be traumatic.
4. Respect the choice of the individual about how much they disclose about their experience.

*Response Procedures and Protocols*

The following steps will be taken by E&E Education Centre when responding to reports or complaints of sexual violence or misconduct:

1. We will ensure the safety of the victim (immediate safety first, followed by ongoing safety).
2. Provide emergency numbers for law enforcement, medical assistance, mental health services, qualified counsellors/victim services support.
3. Make the victim aware of the different reporting options which are listed at the end of this document.
4. As required and if necessary, E&E Education Centre will pass on information, reports, and documentation to the police, community-based victim service programs or experts once permission is given by the victim.
5. E&E Education Centre can arrange to have a police officer meet with the victim on campus to discuss the possibility of making a criminal report.
6. A designated E&E Education Centre official can liaise with and accompany the victim to the local sexual assault centre, police, and/or other justice system partners as appropriate.
7. If a victim decides to make a criminal report, the designated E&E Education Centre official will accompany them to the police station or have police attend the school.

E&E EDUCATION CENTRE does not have a mandate to conduct criminal investigations.  We do have a responsibility to provide a safe environment for our students, regardless of whether a particular incident results in a criminal investigation and/or charges.

*Reporting Options*

There are various reporting options available:

1. **Disclosure only:**  A victim may wish to tell someone about the incident in order to seek support, but may not want to make a report to police.
2. **Police:** a victim may wish to make a formal report of sexual assault or other incident of sexual misconduct to the police.
3. **Third Party Report to Police via Community Victim Agency**: the victim may wish to make an anonymous report through a community-based victim support worker.  Reports are then sent to police by an intermediary agency to provide detailed information about the incident and the alleged perpetrator, but do not include the name or contact information of the victim.
4. **Anonymous Report to the Institution via Victim/Survivor Support Service**: an anonymous report made through a victim support worker would result in reports being sent to the contact point at the institution by an intermediary agency to provide detailed information about the incident and the alleged perpetrator, but would not include the name or contact information of the victim.

As noted above, victims of sexual misconduct may choose one or more of the criminal and non-criminal reporting options.