

SEXUAL MISCONDUCT POLICY

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| Future Link College | 4767 |
| Name of Institution Sexual | Institution Number |
| Sexual Misconduct Policy | April 9, 2025 |
| Name of Policy | Effective Date |
| | December 29, 2025 |
| | Revision Date |

1. Future Link College 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.
1. A **Complaint** of sexual misconduct is different than 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.
2. 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**.

SEXUAL MISCONDUCT POLICY

3. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - Complaints must be submitted to the Administrator and include the date of incident, person(s) involved and any witness if applicable. If there is more than one incident, then each incident should be documented. The Complaint can be submitted informally either verbally, written, or via email. If the Administrator is absent or named in the Complaint, the Complaint must be submitted to the President.
4. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - The Administrator will acknowledge receipt of the Complaint within 2 business days. The Administrator will ensure the immediate safety of the student and will ask if the student needs immediate medical treatment, including emergency services. Future Link College will inform the student about relevant services they can access and provide information for contacting those services if they choose. Next steps will be discussed which may include filing a police report and Future Link College investigating the incident.
 - The Administrator will determine if any disciplinary action is required. Disciplinary actions may include but are not limited to: ◦ warning or reprimand, referral to community services, restricted access to campus or online group settings, suspension or dismissal from the program.
5. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - A Report must be submitted to the Administrator and include the date of incident, person(s) involved and any witness if applicable. If there is more than one incident, then each incident should be documented. The Report must be submitted formally in writing. If the Administrator is absent or named in the Complaint, the Complaint must be submitted to the President.
6. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - The Administrator will acknowledge receipt of the Complaint within 4 business days. The person making the Report and the person(s) named in

SEXUAL MISCONDUCT POLICY

the Report will be notified of a formal investigation. The Administrator may conduct this investigation themselves or appoint an appropriate third party. The investigator may request written documentation and/or evidence pertaining to the incident. The investigator will provide a written report of their findings within 14 business days of the conclusion of the investigation.

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.

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.

SEXUAL MISCONDUCT POLICY

Contacts:

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This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIRU, go to www.privatetraininginstitutions.gov.bc.ca.