



# CANADA AVIATION ACADEMY

## Sexual Misconduct Policy

Canada Aviation Academy is committed to the prevention of and appropriate response to sexual misconduct.

1. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour including the following:
  - 1.1. Sexual assault;
  - 1.2. Sexual exploitation;
  - 1.3. Sexual harassment;
  - 1.4. Stalking;
  - 1.5. Indecent exposure;
  - 1.6. Voyeurism;
  - 1.7. 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;
  - 1.8. Attempt to commit an act of sexual misconduct; and
  - 1.9. Threat to commit an act of sexual misconduct.
2. 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.
3. 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.
4. The process for making a Complaint about sexual misconduct involving a student is as follows:
  - 4.1. The student must provide the complaint to the Student Coordinator. If Student Coordinator is absent the student must provide the complaint to the Chief Flight Instructor (CFI). If the Student Coordinator or CFI are named in the complaint then the written complaint must be handed over to the President.



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5. The process for responding to a Complaint of sexual misconduct involving a student is as follows:
  - 5.1 The receipt of the complaint will be acknowledged within 24 Hours.
  - 5.2 The parties involved in the complaint will be first heard separately and (if required) then together by the person(s) handling the complaint.
  - 5.3 A decision/resolution must be made within 15 days of the acknowledgment of the receipt of the complaint.
6. The process for making a Report of sexual misconduct involving a student is as follows:
  - 6.1. The student must provide the Report to the Student Coordinator. If Student Coordinator is absent the student must provide the complaint to the Chief Flight Instructor (CFI). If the Student Coordinator or CFI are named in the complaint then the written complaint must be handed over to the President.
7. The process for responding to a Report of sexual misconduct involving a student is as follows:
  - 7.1. The receipt of the Report will be acknowledged within 24 Hours.
  - 7.2. The parties involved in the report will be first heard separately and (if required) then together by the person(s) handling the complaint.
  - 7.3. An action must be taken within 15 days of the acknowledgment of the receipt of the report.
8. 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.
9. 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.
10. 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:
  - 10.1. If an individual is at imminent risk of severe or life-threatening self-harm.



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- 10.2. If an individual is at imminent risk of harming another.
- 10.3. There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
- 10.4. Where reporting is required by law.
- 10.5. Where it is necessary to ensure procedural fairness in an investigation or other response to a Complaint or Report.

Canada Aviation Academy 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](http://www.privatetraininginstitutions.gov.bc.ca).