

Sexual Misconduct Policy

1. Senniyo Aesthetics International School of Canada Inc. 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 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.
3. 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.
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:
 - (a) A student who has experienced Sexual Misconduct may file a Complaint by submitting the Complaint to the School Administrator (Miss Doris Cheung/senniyodoris@hotmail.com) and may be directed to General Manager (Mr. Charles Yuen/charlesyuen@hotmail.com) where Ms Doris Cheung is absent and/or named in the Complaint.
 - (b) The Complaint should set out the relevant details regarding the alleged incident of Sexual Misconduct. The Complaint should include a list of any potential witnesses, along with a description of the information those witnesses are expected to provide.
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - (a) Upon receipt of a Complaint, the School Administrator will conduct an initial review to determine whether the allegations in the Complaint fall within the scope of this policy;

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- (b) If no, School Administrator will advise the Complainant of this decision along with reasons.
 - (c) If yes, School Administrator will investigate and submit a written report to General Manager within fourteen (14) calendar days of receipt of a Complaint. General Manager will determine what disciplinary or other measures are appropriate based on the findings in the report such as warning, reprimand or dismissal of the student.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
- (a) A student who has experienced Sexual Misconduct may file a Report (written statement and request for action) by submitting the Report in writing to the School Administrator (Miss Doris Cheung/senniyodoris@hotmail.com) and may be directed to General Manager (Mr. Charles Yuen/charlesyuen@hotmail.com) where Ms Doris Cheung is absent and /or named in the Report.
 - (b) The Report should set out the relevant details regarding the alleged incident of Sexual Misconduct. The Report should include a list of any potential witnesses, along with a description of the information those witnesses are expected to provide. The report includes a request for action.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
- (a) Upon receipt of a written Report, the School Administrator will conduct an initial review to determine whether the allegations in the report fall within the scope of this policy;
 - (b) If no, School Administrator will advise the Complainant of this decision along with reasons.
 - (c) If yes, School Administrator will investigate and submit a written report to General Manager within Thirty (30) calendar days of receipt of a Report. The Report will include a summary of the evidence considered and any assessment of credibility that is required to render a determination.
 - (d) In all investigations, the Respondent will be informed of the allegations made against him/her and will be given a full opportunity to respond.
 - (e) General Manager will determine what disciplinary or other measures are appropriate based on the findings in the report such as warning, reprimand or dismissal of the student.
 - (f) The Complainant and Respondent will be notified the findings and the Respondent will be notified of the General Manager's decision regarding disciplinary to be taken against the Respondent.
9. 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.
10. 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.

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11. 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.