

Northwest Culinary Academy of Vancouver Sexual Misconduct Policy

Northwest Culinary Academy of Vancouver - 3232

August 18, 2021

Name of Institution

Effective Date

1. Northwest Culinary Academy of Vancouver has zero tolerance for sexual misconduct and violence of any kind and is committed to the prevention of and appropriate response to such activities. This applies to peer to peer, student to instructor, as well as instructor to student.

For the purposes of this document, an *initiator* is defined as someone who has experienced sexual misconduct at Northwest Culinary Adacdemy. For the purposes of this document, a *respondent* is defined as a person who has had a complaint or report of sexual misconduct made against them.

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 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**. However, we take all complaints seriously and commit to conducting a full investigation upon even the seemingly smallest complaints.

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5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - A complaint can be made either verbally or in writing to the Administrator (Lena Hackenbruch, lena@nw cav.com). Should the Administrator not be available, the complaint should be given to the lead floor Chef instructor.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - The Administrator will then initiate an investigation within one business day of receiving the complaint. The investigation process is as follows:
 1. Interview all parties involved.
 2. Interview witnesses.
 3. Complete a preliminary assessment of evidence gathered.
 4. Present findings to the parties involved.
 5. Should a misconduct be identified, elevate complaint to a report (determine with the initiator whether they wish to be involved with the report).

NOTE: Due to the school size and small class sizes, it should be noted that anonymity will be extremely hard to maintain. However, the Northwest instructors and staff will make every effort to maintain the anonymity of a complainant.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - A report must be made in writing to the Administrator (Lena Hackenbruch, lena@nw cav.com). Should the Administrator not be available, the report should be given to the lead floor Chef instructor.

8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 1. Interview all parties involved within one business day.
 2. Interview witnesses within two business days.
 3. Complete a preliminary assessment of evidence gathered within three business days.
 4. Present findings to the parties involved within four business days.
 5. Should a misconduct be identified, determine disciplinary action within five business days.
 6. Should the respondent wish to dispute the disciplinary action, an outside mediator will be appointed.

At any point during this process, should the initiator feel necessary to inform the police or obtain a lawyer, Northwest Culinary Academy will accommodate as much as possible.

In the event that a report is initiated against school faculty or staff, an outside mediator will be appointed to oversee the process.

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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.
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.

This policy is reviewed on a regular basis and shall be updated to reflect the most up to date standards.