



Sexual Misconduct Policy

Hitek Computer School	ID-03556	
Name of Institution	Institution Number	
Sexual Misconduct Policy	November 1, 2021	January 12, 2022
Name of Policy	Effective Date	Revision Date

1. Hitek Computer School 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:



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- The complainant shall make contact in writing, by phone, or in person with any member of this institution's management team.
 - If the complainant does not have a preference or does not know the team, they should contact the Director to make their complaint. This role is currently filled by: Oleg Vertlib tel. 604 617-0065 email: info@hiteksschool.com
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
- Complaints will be dealt with as a priority by the team member receiving the complaint. Complainants will receive an acknowledgment that their complaint has been received without delay and within 2 business days. The time required to investigate and decide on any final outcome shall take no more than 14 calendar days, however, interim action will be taken if and when needed to protect the health and safety of those involved.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
- The complainant must file a written statement with the Director detailing the alleged sexual harassment and providing as much detail as possible to assist the Director with their investigation.
 - The complainant must provide the name(s) of those alleged to have violated the policy, as well as the names and any contact details they may have for witnesses or others who can provide corroborating evidence in support of the allegation.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
- Once a report is received, the Director will prioritize the issue. This includes written acknowledgement of the report within no more than 2 business days, and immediately thereafter shall launch an investigation and take any action as needed.
 - The Director will confirm the next steps after receiving the Report in writing to the complainant.
 - Reports received by the institution shall be held in confidence and will only be shared with those who have a need to know. This will typically involve the Director as he will be investigating the matter, as well as the School Secretary as she will document throughout the process, assisting with documentation and acting as a witness for any interviews.
 - In addition, at the sole discretion of the Director, an external expert may be contacted to assist or lead the investigation. This may be a lawyer, experienced educational



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administrator, or other human resource specialists who have experience investigating allegations of sexual misconduct.

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.