

## Sexual Misconduct Policy

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Island Coastal Aviation Inc.		3883
Name of Institution		Institution Number
<b>Sexual Misconduct Policy</b>	<b>September 1, 2021</b>	<b>N/A</b>
Name of Policy	Effective Date	Revision Date

- **Island Coastal Aviation Inc.** is committed to the prevention of and appropriate response to sexual misconduct.
- 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
  - o the threat to commit an act of sexual misconduct.
- 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.

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[www.islandcoastalaviation.com](http://www.islandcoastalaviation.com)

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- 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**.
- The process for making a **Complaint** about sexual misconduct involving a student is as follows:
  - Island Coastal Aviation Inc. encourages all students to report Sexual Misconduct so that it can be addressed. While there is an expectation that Employees who receive a Disclosure of Sexual Violence and Misconduct will provide Island Coastal Aviation Inc. with notice if the Disclosure reveals the presence of a safety risk in the workplace, any such report by an employee will, to the extent possible, be handled in a manner respectful of the wishes and privacy of the individual making the Disclosure.
  - A person who experiences or witnesses Sexual Misconduct may choose to make a Disclosure. For these situations, supports are available whether or not the individual chooses to make a Complaint under this policy. A person who makes disclosure without a Complaint will not initiate a process to investigate the Sexual Misconduct incident or engage any resolution process:
    1. Students may make a Disclosure to an instructor or the Office Administrator to access available support, academic accommodations and interim measures;
    2. Employees can seek assistance through the Human Resources Manager or their department Manager and seek any appropriate accommodations.

A formal complaint may be made to Island Coastal Aviation Inc. as follows:

- Complaints should be made to: Office Administrator or a flight instructor; Chief Flight Instructor or the Vice President.
- Island Coastal Aviation Inc. will investigate all Complaints, and in appropriate circumstances, facilitate a resolution process. A Complaint under this policy must concern Sexual Misconduct in connection with a Island Coastal Aviation Inc.-Related Activity. When a Complaint is investigated there will be disclosure of information to the extent necessary to conduct a fair investigation.

The process for making a **Report** of sexual misconduct involving a student is as follows:

- An individual may take a report through the criminal justice system by contacting Royal Canadian Mounted Police (RCMP). If an individual chooses this route, Island Coastal Aviation Inc. shall provide all available support through its staff team to facilitate contact with the police. An individual wishing to make a report to the police is not required to involve Island Coastal Aviation Inc. Island Coastal Aviation Inc. shall cooperate with all criminal investigations.

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.

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

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