

Professional Diving Technologies Ltd, DBA Diving Dynamics CDI

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| Sexual Misconduct Policy | February 18th, 2022 |
| Name of Policy | Implementation Date |
| Vernon Johnston | February 18th, 2022 |
| Director | Date of Last Revision |

ITEM 1.1.0 Sexual Misconduct Policy Statement

Diving Dynamics CDI is committed to the prevention of and appropriate response to sexual misconduct.

ITEM 1.1.1 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
- The threat to commit an act of sexual misconduct.

ITEM 1.1.2 Complaint & Report Procedures

1. 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.
2. 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**.
3. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - The student is requested to submit a **Sexual Misconduct Complaint Form** which are available at the student resource bulletin board. Completed forms are to be

submitted to the Senior Educational Administrator or the senior Career Development Supervisor.

- The student may also request a meeting with the Senior Educational Administrator or the senior Career Development Supervisor.
4. The process for responding to a **Compliant** of sexual misconduct involving a student is as follows:
 - The institution will acknowledge receipt of the complaint within 72hrs of receiving the **Sexual Misconduct Compliant Form**.
 - The institution will initiate the **Sexual Misconduct Investigation Form** with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.
 5. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - The student is requested to submit a **Sexual Misconduct Report Form** which are available at the student resource bulletin board. Completed forms are to be submitted to the Senior Educational Administrator or the senior Career Development Supervisor.
 6. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - The institution will acknowledge receipt of the **Report** within 72hrs of receiving the **Sexual Misconduct Report Form**
 - The institution will initiate the **Sexual Misconduct Investigation Form** with resolution options and, if appropriate, accommodation, and will provide additional support services to ensure the health & safety of the student. Outside agencies such as the RCMP, Victim Services, WorkSafeBC, and the Interior Health Authority will be contacted when required.
 - The investigation will be commenced within 48hr of receipt of the formal **Report**.
 7. It is contrary to this policy for an institution to retaliate, engage in reprisals or threaten to retaliate in relation to a **Compliant** or **Report**.
 8. 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.
 9. 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;
 - In 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 **Compliant** 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