

Pacific Rim Aviation Academy		3266
Name of Institution		Institution Number
	September 1,2021	N/A
Sexual Misconduct Policy		
Name of Policy	Effective Date	Revision Date

1. **Pacific Rim Aviation Academy** 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 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**.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - A formal Complaints should be made to: Office Administrator or a flight instructor; Chief Flight Instructor or the Vice President. Pacific Rim Aviation Academy will investigate all Complaints, and in appropriate circumstances, facilitate a resolution process. A Complaint under this policy must concern Sexual Misconduct in connection with Pacific Rim Aviation Academy Related

Activity. When a Complaint is investigated there will be disclosure of information to the extent necessary to conduct a fair investigation.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - Pacific Rim Aviation Academy will acknowledge receipt of the Complaint within 30 days and investigate all complaints and in appropriate circumstances, facilitate a resolution process.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - The institution will acknowledge the receipt of the complaint in 30 days and making a Report (written statement and request for action) including the name, title and contact information of the individual who receives the Report and an alternate contact in circumstances where the primary individual is absent and/or named in the Report.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - Pacific Rim Aviation Academy will review the Report within 30 days and confirm next steps in writing to student.
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.