

Sexual Misconduct Policy

1. Sexual misconduct will not be tolerated at JoinAir Helicopters Inc. All students have a right to a safe learning environment.
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
 - 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. The student must provide the written complaint to the below primary JoinAir contact:
 - i. Craig Joiner
Accountable Executive
craig@joinairhelicopters.ca
 - b. If the above mentioned contact is absent and/or named in the complaint, the student may bring the written complaint to the below secondary JoinAir contact who will then be responsible for making determinations in respect of complaints.
 - i. Whitney Bergen
Office Manager
info@joinairhelicopters.ca

6. The process for responding to a Complaint of sexual misconduct involving a student is as follows:
 - a. Student complaints will be reviewed by the Primary JoinAir Contact, or the Secondary JoinAir Contact if required.
 - b. A meeting will be arranged with the student to discuss the complaint and a letter will be issued to the student to sign stating the complaint has been discussed.
 - c. Written reasons for the determination and the reconsideration (if any) will be provided to the student within 30 days after the date on which the complaint was made.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - a. The student must provide a written Report requesting action detailing the incident(s) and person(s) involved to the below JoinAir contact:
 - i. Craig Joiner
Accountable Executive
craig@joinairhelicopters.ca.
 - b. If the above mentioned contact is absent and/or named in the report, the student may bring the written report to the below secondary JoinAir contact who will then be responsible for making determinations in respect of complaints.
 - i. Whitney Bergen
Office Manager
info@joinairhelicopters.ca

8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - a. The report will be reviewed by the Primary JoinAir Contact, or the Secondary JoinAir Contact if required.
 - b. A meeting will be arranged with the student to discuss the report and a letter will be issued to the student to sign stating the report has been discussed.
 - c. The Primary or Secondary Contact will take appropriate action on the person(s) involved which may result in dismissal, suspension or other appropriate actions.
 - d. Written reasons for the determination will be provided to the student within 30 days after the date on which the report was made.

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.