



The Language Gallery Canada

Sexual Misconduct Policy

The Language Gallery Canada (Language Gallery Inc.)	ID-04361
Name of Institution	Institution Number
Sexual Misconduct Policy	August 27 th , 2021
Name of Policy	Effective Date
	February 15 th , 2022
	Revision Date

1. The Language Gallery Canada 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:

Where a complaint has been made, under this Policy, of sexual violence TLGC will take all reasonable steps to investigate it, including as follows:

 - 5.1 Providing on-campus investigation procedures to students for sexual violence complaints;
 - 5.2 Responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;



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- 5.3 Assisting students who have experienced sexual violence in obtaining counselling and medical care;
 - 5.4 Providing students who have experienced sexual violence with appropriate academic and other accommodation;
 - 5.5 Providing students who have experienced sexual violence;
 - 5.6 A complaint of sexual violence may be filed under this Policy, by any student of our Language School, to the Student Services Coordinator, Alina Nova, in writing at studentservices.canada@thelanguagegallery.com. If the Student Services Coordinator is absent or is named in a complaint, the student must provide the complaint to General Management, Roberta Murino, at roberta.murino@thelanguagegallery.com.
 - 5.7 A complainant may ask another person to be present during the investigation.
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - 6.1 Upon a complaint of alleged sexual violence being made, the Student Services Coordinator will initiate an investigation. Please allow up to 24 hours after filing a complaint for a response.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - 7.1. Please submit a written report of sexual misconduct by email to the Student Services Coordinator, Alina Nova (studentservices.canada@thelanguagegallery.com), including a request for action.

If the Student Services Coordinator is unavailable, please submit the report to the General Management, Roberta Murino (roberta.murino@thelanguagaegallery.com).
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - 8.1 Determining whether the incident should be referred immediately to police;
 - 8.1.1 In cases where criminal proceedings are initiated, TLGC will assist police agencies, lawyers, insurance companies and courts to the fullest extent;
 - 8.1.2 Where criminal and/or civil proceedings are commenced in respect of allegations sexual violence TLGC may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.
 - 8.2 Determining what interim measures, if any, need to be taken during the investigation.
 - 8.3 Meeting with the complainant to determine the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
 - 8.4 Interviewing the complainant, any person involved in the incident and any identified witnesses;
 - 8.5 Interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;

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- 8.6 Informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
 - 8.7 Providing reasonable updates to the complainant and the respondent about the status of the investigation;
 - 8.8 Determining what disciplinary action, if any, should be taken;
 - 8.9 If it is determined by TLGC that a student of our Language School has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a 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.