

1. OIEG Oxford International Education Group 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:

OIEG Oxford International Education Group will acknowledge receipt of the Complaint within 2 business days.

- The designated person receiving the Complaint will:
 - Immediately record all key information related to the incident (date, time, facts, persons involved).
 - Establish the outcome desired from the victim/survivor.
 - Establish next steps; explaining to the victim/survivor that the options of formalizing, or not, their Complaint, as well as providing information on further reporting options outside the institution (eg. local law enforcement). The final decision of the victim/survivor will be respected.

- Discuss on and off campus support (eg counselling, medical) Ensure short and long term support is offered.
- Save and file a confidential record of the Complaint

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

Written reports of sexual misconduct should be addressed to the School Director, Alex Dolata (adolata@oxfordinternational.com), and in his absence, Executive Director of Business Development, Mark Cothey (mcothey@oxfordinternational.com). The victim/survivor making the Report will receive in writing, within 2 business days, acknowledgment of the Report, stating that it will be dealt with within 30 days of receipt. This process mirrors that of the OIEG Dispute Resolution Policy, the processes of which will be communicated to students during their induction.

7. The process for responding to a **Report** of sexual misconduct involving a student is as follows:

- OIEG Oxford International Education Group will review the Report within a reasonable timeframe and will confirm the steps below in writing:
- Ensure the safety of the victim/survivor and provide access to medical / mental health /counselling services as needed.
- Consult the victim/survivor as to whether they wish to file a criminal or non-criminal (internal) report, if not specified in the Report submitted.
- Conduct a thorough internal investigation in cases of a non-criminal reports, to gain a greater understanding of the issue, and better assess the details and facts of the Report. This may include a follow-up meetings/interviews with the student submitting the Report, as well as, depending on the nature of the Report, interviews with any other parties involved (where appropriate). Confidentiality and privacy of information will be respected as/when appropriate throughout the process. Any disciplinary measures will be applied where applicable in consultation with the OIEG staff and student disciplinary policies.
- Call an officer to the school in the event of a criminal report to meet and speak to the victim/survivor.

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.

Sexual Misconduct Policy



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.