

## Fine Vintage Sexual Misconduct Policy

1. **Fine Vintage** 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. The student can directly contact our Administration Assistant, Mariel Abing, in writing by email at [mariel@finevintageltd.com](mailto:mariel@finevintageltd.com), and provide the following information:
    - i. Full name and contact details.
    - ii. Date of complaint incident
    - iii. Nature of complaint
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - a. The Administration Assistant will contact the student by email **within 3 business days** to acknowledge receipt of the complaint and that the matter will be addressed **within 7 business days**.
  - b. The Administration Assistant will forward the complaint to either the Managing Director, David Munro, or CEO, James Cluer MW.
  - c. The Managing Director or CEO will contact the student involved to further acknowledge the complaint has been received, and to enquire if the student would like further action to be taken.
  - d. Depending on the student's response:
    - i. The parties involved in the complaint will be notified of the complaint and disciplinary action may be taken.
    - ii. Systems will be put in place to ensure a similar complaint does not happen again.

7. The process for making a **Report** about sexual misconduct involving a student is as follows:
  - a. The student can directly contact our Administration Assistant, Mariel Abing, in writing by email at [mariel@finevintageltd.com](mailto:mariel@finevintageltd.com), and provide the following information:
    - i. Full name and contact details.
    - ii. Date of incident
    - iii. Written statement of the incident and request for action
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
  - a. The Administration Assistant will contact the student by email **within 3 business days** to acknowledge receipt of the complaint and that the matter will be addressed **within 7 business days**.
  - b. The Administration Assistant will forward the complaint to either the Managing Director, David Munro, or CEO, James Cluer MW.
  - c. The Managing Director or CEO will review the contents of the Report and confirm **within 7 business days** with the student in writing the next steps that will be taken.
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](http://www.privatetraininginstitutions.gov.bc.ca).