

Sexual Misconduct Policy

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| Montessori Institute of British Columbia | | 00556 |
| Name of Institution | | Institution Number |
| Sexual Misconduct Policy | September 1, 2021 | |
| Name of Policy | Effective Date | Revision Date |

1. The Montessori Training Centre of BC 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:
 - Please direct all complaints to the Executive Director, Erin Higginbottom at the following email address: erin@mtcbc-ami.org.
 - Alternatively, in circumstances where the primary individual is absent and/or named in the Report, complaints may be directed to the Registrar, Adrienne Klassen at the following email address: admissions@mtcbc-ami.org
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - The MTCBC will issue an initial response to a student's complaint within two business days.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - The student must provide a written statement and request for action to the MTCBC's Executive Director, Erin Higginbottom at: erin@mtcbc-ami.org no later than 72 hours after the incident being reported.
 - Alternatively, in circumstances where the primary individual is absent and/or named in the Report, student must provide a written statement and request for action to the MTCBC's Registrar, Adrienne Klassen at: admissions@mtcbc-ami.org no later than 72 hours after the incident being reported.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - The institution will review the Report within a reasonable timeframe and confirm next steps in writing to the person filing the Report.
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.