

Guildford College	ID-04470
<i>Name of Institution</i>	<i>Institution Number</i>

Harassment and Anti-Racism Policy	December 8, 2025	January 1, 2026
<i>Name of Policy</i>	<i>Implementation Date</i>	<i>Effective Date</i>

Revision Date: January 1, 2027

Purpose

Guildford College is committed to providing a safe, inclusive, respectful, and discrimination-free learning and working environment for all members of its community. This policy establishes the framework for preventing, identifying, and addressing all forms of harassment, discrimination, racism, and hate that may arise within our institution.

This policy aims to:

- Promote and maintain a community in which all members are treated with respect and dignity and are free from harassment, discrimination, racism, and hate
- Define prohibited conduct including harassment, discrimination, racism, and related behaviours
- Outline the roles and responsibilities of Guildford College and its community members
- Establish clear procedures for reporting, investigating, and resolving complaints
- Ensure accountability through appropriate actions, including education and policy enforcement

Scope

This policy applies to:

1. All members of the Guildford College community, including students, staff, faculty, instructors, contractors, volunteers, and visitors
2. All college-related activities or processes, whether conducted in-person or virtually
3. All college campuses, virtual learning spaces, and any college-sanctioned events or activities off-campus



4. Practicum placements, field experiences, and other externally-hosted educational activities

Definitions

Harassment: Any unwelcome conduct, comment, or course of action that is known, or ought reasonably to be known, to be unwelcome. Harassment involves words or actions that are offensive, embarrassing, humiliating, demeaning, or intimidating. It can be based on any ground of discrimination protected under the British Columbia Human Rights Code.

Examples of harassment include but are not limited to:

- Persistent unwanted attention in person or via electronic communication
- Epithets, remarks, jokes, or innuendos related to protected characteristics
- Posting or circulating offensive pictures, graffiti, or materials in any format
- Singling out a person for humiliating treatment, teasing, or jokes
- Aggressive, threatening, or intimidating behaviour including verbal abuse

Sexual Harassment: Any unwelcome conduct of a sexual nature that detrimentally affects the working, learning, or living environment, or leads to adverse consequences for the person subjected to the harassment. This includes unwanted physical contact, unwelcome sexual comments or advances, and any form of sexual coercion.

Discrimination: Any form of unequal treatment, whether intentional or unintentional, based on a protected ground under the BC Human Rights Code, that imposes burdens, obligations, or disadvantages, or denies opportunities, benefits, or advantages. Discrimination may involve direct actions or rules, practices, and procedures that appear neutral but disadvantage certain groups.

Protected grounds under the BC Human Rights Code include: Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, and in the case of employment, political belief or unrelated criminal conviction.

Racism: Ideas or practices that establish, maintain, or perpetuate the racial superiority or dominance of one group over another. Racism includes individual acts of prejudice and discrimination as well as systemic barriers and inequities.

Systemic Racism: Institutional practices, policies, or patterns of behaviour that are part of the structures of an organization and which create or perpetuate disadvantage for racialized persons, even without discriminatory intent.

Anti-Indigenous Racism: Race-based discrimination, negative stereotyping, and injustice experienced by Indigenous Peoples within Canada. This includes ideas and practices that establish, maintain, and perpetuate power imbalances, systemic barriers, and inequitable outcomes stemming from the legacy of colonial policies.



Anti-Black Racism: Prejudice, attitudes, beliefs, stereotyping, and discrimination directed at people of African descent, rooted in their unique history and experience of enslavement and its legacy.

Antisemitism: Latent or overt hostility, hatred, or discrimination directed towards individual Jewish people or the Jewish community for reasons connected to their religion, ethnicity, and their cultural, historical, intellectual, and religious heritage.

Islamophobia: Racism, stereotypes, prejudice, fear, or acts of hostility directed towards individual Muslims or followers of Islam in general.

Microaggressions: Subtle, indirect, or unintentional discriminatory comments or actions that communicate hostile, derogatory, or negative messages to members of marginalized groups.

Poisoned Environment: A form of discrimination created by comments or conduct, whether or not directed at specific individuals, that creates a hostile or intimidating environment for members of a particular group.

Complainant: The person(s) who brings forward an allegation of a violation of this policy.

Respondent: An individual alleged to have engaged in conduct that violates this policy.

Retaliation: Any adverse action or threatened action against an individual who engages with this policy, including making a complaint, participating in an investigation, or otherwise exercising their rights under this policy.

Policy Statements

1. Guildford College maintains zero tolerance for harassment, discrimination, racism, and hate. Such behaviours have no place in our community and will not be tolerated.
2. All members of the Guildford College community have the right to study, work, and participate in an environment that is safe, secure, supportive, and free from harassment, discrimination, racism, and hate.
3. The College is committed to addressing all forms of racism and hate, including but not limited to anti-Indigenous racism, anti-Black racism, antisemitism, and Islamophobia.
4. The College will take proactive measures to prevent harassment, discrimination, racism, and hate through ongoing education, training, and awareness initiatives.
5. All reported incidents and complaints will be investigated and responded to in a manner that ensures due process, fairness, and expediency.
6. The College will protect the confidentiality of all parties involved in a complaint to the greatest extent possible, consistent with the need to investigate and take appropriate action.
7. Retaliation against any person who makes a good-faith complaint or participates in an investigation is strictly prohibited and will result in disciplinary action.



8. The College upholds freedom of expression for all its members, provided that such expression adheres to the law and related College policies, and respects the rights and freedoms of others.
9. The College will embed anti-racist values into curricula, student policies, hiring practices, and institutional decision-making processes.
10. This policy is aligned with other Guildford College policies, including the Dispute Resolution Policy and Code of Conduct, all of which shall be read in harmony.

Responsibilities

All Members of the College Community

- Treat all members of the community with dignity and respect
- Be familiar with and comply with this policy
- Report incidents of harassment, discrimination, racism, or hate
- Participate in education and training programs as required

President

- Provide final decision authority on complaints as outlined in the resolution process
- Ensure policy oversight and systemic improvements
- Allocate resources for policy implementation and training initiatives

Senior Education Administrator

- Review and investigate complaints as outlined in the resolution process
- Provide policy interpretation and guidance
- Facilitate resolution of complaints
- Ensure compliance with this policy

Director of Operations

- Receive and manage non-academic complaints
- Coordinate investigations as required
- Implement resolutions and corrective actions
- Maintain complaint records and documentation

Instructors and Staff

- Model inclusive behaviours in all interactions
- Foster learning and working environments free from harassment and discrimination
- Respond promptly to witnessed incidents and report concerns to administration



- Participate in the investigation process as required

Reporting and Resolution Process

Immediate Safety Concerns

If any person is in immediate danger or witnesses someone in immediate danger, they should call 911 immediately and then report the incident to College administration.

Informal Resolution

Where appropriate and safe to do so, individuals who experience or witness harassment, discrimination, or racism are encouraged to address the behaviour directly with the individual involved, making it clear that the behaviour is unwelcome and must stop. If the behaviour continues or if direct communication is not possible or appropriate, the individual should proceed to the formal complaint process.

Formal Complaint Process

Step 1: Initial Report

1. Student submits written complaint to the Director of Operations within 10 business days of the incident
2. Complaint must include: specific details of the incident, names of individuals involved, date/time/location, any witnesses, supporting evidence, and desired outcome
3. Director of Operations will acknowledge receipt within 2 business days
4. Director of Operations investigates and provides written response within 10 business days

Step 2: Appeal to Senior Education Administrator

1. If unresolved, complainant may appeal in writing to Senior Education Administrator within 5 business days
2. Appeal must include justification for why Step 1 decision was insufficient
3. Senior Education Administrator reviews case and may conduct additional investigation
4. Written response provided within 10 business days

Step 3: Final Appeal to President

1. If still unresolved, complainant may submit final appeal to President within 5 business days
2. President reviews complete case documentation
3. Final decision provided in writing within 10 business days
4. President's decision is final and binding



Confidentiality

All complaints will be handled with strict confidentiality. Information about a complaint will only be disclosed as necessary to protect members of the College community, investigate the complaint, take corrective action, or as otherwise required by law.

All parties involved in a complaint must maintain confidentiality regarding the complaint and investigation process. Breach of confidentiality may result in disciplinary action.

Consequences for Violations

Confirmed violations of this policy may result in one or more of the following:

- Verbal or written warning
- Required education or training
- Formal apology
- Suspension (for students)
- Expulsion (for students)
- Disciplinary action up to and including termination (for staff and contractors)
- Referral to appropriate external authorities where warranted

False or Malicious Complaints

Guildford College does not tolerate false or malicious complaints. Where it is determined that a complaint was made in bad faith or with malicious intent, the College may take disciplinary action against the complainant. However, a complaint that is made in good faith but is not substantiated upon investigation will not be considered a false or malicious complaint.

Support Services

Guildford College recognizes that participating in a complaint process may be stressful. The following supports are available:

- Access to a support person of choice during meetings and proceedings
- Language support services as needed
- Accommodations for students with disabilities
- Information about external support resources and counselling services
- Timeline extensions for valid reasons such as illness or emergency (maximum 5 business days per step)



Training and Education

- This policy will be introduced during student orientation and employee onboarding
- Annual anti-racism and inclusion training is required for all staff
- A summary of this policy will be posted on the College website
- The College will provide ongoing professional learning opportunities based on identified needs

Records and Annual Reporting

1. All complaints and resolutions will be documented and maintained in a secure, confidential system
2. Records will be retained for seven years in accordance with privacy legislation
3. Annual statistical reporting will be conducted to identify patterns and inform policy improvements
4. Annual reports will include the number and types of complaints, resolution timelines, and outcomes while protecting the privacy of individuals
5. The College will conduct regular policy reviews to assess effectiveness and identify systemic issues

Related Legislation and Resources

- British Columbia Human Rights Code
- BC Human Rights Tribunal
- WorkSafeBC Workplace Bullying and Harassment Prevention
- Private Training Institutions Regulatory Unit (PTIRU) of BC
- Personal Information Protection Act (PIPA)

Related College Policies

- Dispute Resolution Policy
- Student Code of Conduct
- Privacy Policy
- Academic Integrity Policy

End of Policy Document