

Harassment and Anti-Racism Policy

POLICY NO.	GC-POL-17
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	January 1, 2026
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Director of Operations
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual; BC Human Rights Code; EQA Code of Practice s.2.6
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy prevents and addresses harassment, discrimination, racism, and hate within the Guildford College community, across all members and all College activities.

2. Key Definitions

- Harassment: unwelcome conduct, comment, or course of action that is offensive, intimidating, or humiliating.
- Sexual harassment: unwanted conduct of a sexual nature that affects the learning or working environment.
- Discrimination: unequal treatment based on a characteristic protected under the BC Human Rights Code.
- Racism: ideas or practices that establish, maintain, or perpetuate racial superiority, including anti-Indigenous racism, anti-Black racism, antisemitism, and Islamophobia.

3. Complaint Process

1. Step 1: A written complaint is submitted to the Director of Operations, who responds within 10 business days.
2. Step 2: The complainant may appeal to the Senior Educational Administrator, who responds within 10 business days.
3. Step 3: A final appeal may be made to the President & Senior Educational Administrator, whose decision, delivered within 10 business days, is binding.

4. Supports Available

- A support person of the complainant's choosing at any stage of the process.
- Language interpretation services.

- Disability accommodations.
- Reasonable extensions to process timelines on request.

5. Consequences

Consequences range from a formal warning and mandatory training through suspension, expulsion (students), or termination (staff), depending on the severity of the conduct and the respondent's role, and are applied consistently regardless of the respondent's position.

6. Institutional Commitment

In keeping with the EQA Code of Practice, the College works to build an inclusive learning environment, providing staff and students with information that promotes inclusion and trains the community to recognize and respond effectively to discrimination and racism.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College