

Sexual Misconduct Policy

POLICY NO.	GC-POL-06
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	January 1, 2020
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Campus Director
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.1, 3.2.5
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

Guildford College is committed to the prevention of, and an appropriate response to, sexual misconduct. This policy is provided to every student before the start date of their program and is posted on the College's website, as required by the PTIRU Policy Manual.

2. Definition of Sexual Misconduct

Sexual misconduct includes, but is not limited to:

- sexual assault
- sexual exploitation
- sexual harassment
- stalking
- indecent exposure
- voyeurism
- distributing a sexually explicit photograph or video of a person to one or more persons other than the person shown, without that person's consent and with intent to distress them
- an attempt to commit an act of sexual misconduct described above
- a threat to commit an act of sexual misconduct described above

3. Making a Complaint or a Report

A 'complaint' seeks a College response and possible disciplinary action against a named respondent. A 'report' shares information about an incident without necessarily seeking disciplinary action. A student may make either, choose to do both, or choose to do neither and still access support.

1. Complaints and reports are submitted in writing to the Campus Director and should include the incident details, date(s), any witnesses, and any supporting documentation available.

2. A complaint or report may be made by the student directly affected, or, with that student's consent, by another member of the College community on their behalf.

4. Responding to a Complaint

1. The Campus Director conducts an initial scope determination within 7 calendar days of receipt, absent exceptional circumstances.
2. Where an investigation proceeds, it is normally concluded within 30 calendar days, with extensions where reasonably necessary.
3. The respondent receives full notice of the allegations and a fair opportunity to respond, and may be accompanied by a support person during any interview.
4. Both the complainant and respondent are notified in writing of the outcome, with reasons.

5. Responding to a Report

Where a report is made without a request for disciplinary action, the Campus Director will offer the student information about support services, safety planning, and the option to file a complaint at any later time, and will assess whether the College has an independent obligation to act (for example, where there is an ongoing risk to safety).

6. Confidentiality and Protection from Retaliation

Information is kept confidential except where disclosure is required by law, necessary to address an imminent risk to safety, or necessary to ensure a fair process for a respondent. Retaliation against a person who makes a good-faith complaint or report, or who participates in an investigation, is strictly prohibited.

7. Appeal

Either party may appeal the outcome, in writing and with reasons, to the President & Senior Educational Administrator within 10 business days of the decision.

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