

Glenn College	Institution Number:
	4356

SEXUAL VIOLENCE AND MISCONDUCT	June 2, 2025
Name of Policy	Date amended

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: Director

Policy Purpose & Summary

Glenn College values and promotes the health, safety, and well-being of individuals and the college community. Glenn College does not tolerate sexual violence or any form of sexual misconduct. This policy affirms Glenn College’s commitment to maintaining a safe and respectful environment by:

- Recognizing the diverse impacts of sexual violence and misconduct based on identity intersections
- Providing education and training for prevention and response
- Offering timely confidential support, referrals, and accommodations
- Conducting appropriate investigations
- Ensuring fair and transparent procedures.

Policy Statement

All students and staff of Glenn College are entitled to study and work in an environment that is free from Sexual Misconduct. The College considers Sexual Misconduct to be a serious violation of an individual’s fundamental rights. All members of Glenn College are entitled to study and work free from sexual misconduct. Individuals found engaging in sexual misconduct may face disciplinary measures, including dismissal or expulsion. Victims/survivors will receive full support and assistance accessing further services.

Scope

This policy applies to all Glenn College community members, including students, employees, guests, and visitors, regarding incidents related to college activities. Non-college related activities are generally outside this policy unless there is a safety concern. Violent incidents will involve law enforcement, with Glenn College retaining the right to conduct internal investigations to protect the community.

Definitions

Sexual Misconduct includes:

- Sexual assault
- Sexual exploitation
- Sexual harassment
- Stalking
- Indecent exposure
- Voyeurism
- Non-consensual distribution of explicit media
- Attempted sexual misconduct
- Threats of sexual misconduct

Complaint: Disclosure seeking support without necessarily initiating formal action.

Report: Formal notification requesting institutional action.

- A **Complaint** of sexual misconduct is different than a **Report** of sexual misconduct. A **Complaint** is when the victim/survivor discloses or chooses to tell someone at the institution of an incident of sexual misconduct in order to seek support, but may not want to make a formal report to police or the institution. A **Report** is a formal notification of an incident of sexual misconduct to someone at the institution accompanied by a request for action. A **Report** does not have to be made by the victim/survivor.
- 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**.

Procedures for Making and Responding to a Complaint

Making a Complaint:

Students should contact the Director [SungKoo Lee] either in person or through email (koomi249@gmail.com). If the Director is not available, students should contact our Senior Educational Administrator - Allan Scafe] either in person or through email (info@glenncollege.com) or any member of Glenn College staff to disclose sexual misconduct incidents seeking support without immediate institutional or police action.

Responding to a Complaint:

- 1. The Director [Sungkoo Lee] will acknowledge the complaint of sexual misconduct within one business day through email. If the Director is not available, the SEA [Allan Scafe] will respond through email.

Timeline: Acknowledge within 1 business day

- 2. The Director or SEA will assess immediate safety needs and provide supportive measures. The Director or SEA will offer interim measures, such as class schedule changes, no-contact orders, counseling services, or take other measures. We will ensure measures are non-punitive and tailored to the complainant's needs.

Timeline: 1-2 business days of the complaint

Procedures for Making and Responding to a Report

Making a Report:

A formal Report can be submitted by students or third parties seeking institutional action against the individual(s) alleged to have committed sexual misconduct. Students or third parties may contact the Director [SungKoo Lee] either in person or through email (koomi249@gmail.com). If the Director is not available, students should contact our Senior Educational Administrator [SEA - Allan Scafe] either in person or through email (info@glenncollege.com). The Director or SEA will assure confidentiality and a fair, impartial process.

Responding to a Report:

- 1. The Director [Sungkoo Lee] will acknowledge the report of sexual misconduct within one business day through email. If the Director is not available, the SEA [Allan Scafe] will respond through email. The Director or SEA will assure confidentiality and a fair,

impartial process.

Timeline: Acknowledge within 1 business day

- 2. The Director or SEA will assess immediate safety needs and provide supportive measures. The Director or SEA will offer interim measures, such as class schedule changes, no-contact orders, counseling services, or take other measures. We will ensure measures are non-punitive and tailored to the complainant's needs.

Timeline: 1-2 business days of the report

- 3. Glenn College will designate a trained investigator to oversee the case. They will ensure no conflicts of interest exist. They will provide the complainant and respondent with the investigator's contact information. They will explain the investigation process and expected timeline.

Timeline: Within 3 business days of the complaint

- 4. A prompt and impartial investigation will occur. The complainant, respondent, and relevant witnesses will be interviewed. Evidence, such as emails, texts, or other documentation will be collected. Throughout this process confidentiality will be maintained.

Timeline: Within 15 business days of the complaint

- 5. The complainant and respondent will be notified of the investigation's findings. a written report summarizing the findings and any sanctions or remedies will be provided to both parties. Outcomes may include suspension, termination, expulsion, or mandatory training.

Timeline: Issue findings within 5 business days of investigation completion

- 6. Remedies and disciplinary action(s) will be implemented. Appropriate remedies or sanctions to address the misconduct and prevent recurrence will occur (such as academic or employment sanctions, as applicable). We will provide remedies to the complainant, such as academic accommodations or counseling. If a systemic issue within Glenn College becomes apparent we will update institutional policies or training.

Timeline: Immediately upon decision, with ongoing monitoring.

- 7. We will allow the complainant and respondent to appeal the findings if grounds exist (e.g., procedural error, bias, or new evidence). The complainant or respondent may submit a written appeal to the Director or SEA. The complainant or respondent must include specific grounds for the appeal and supporting evidence. A review will be conducted by an impartial party not involved in the original investigation.

Timeline: Appeals must be submitted within 7 business days; decisions issued within 15 business days

- 8. Follow-up and monitoring will occur. Glenn College will ensure that the complainant's needs are met and no retaliation occurs. Follow-up meeting will occur within 30 days of the resolution. We will reinforce the institution's non-retaliation policy. We will monitor compliance with sanctions or remedies.

Timeline: Initial follow-up within 30 days, with additional check-ins as needed.

- 9. Documentation and Policy Review. Maintain secure records and evaluate the process for improvements. Store all case documentation in a confidential system per institutional and legal requirements. Conduct a post-case review to assess policy effectiveness and training needs. Update Title IX training or policies as necessary.

Timeline: Complete documentation within 5 business days of resolution; review within 60 days.

General Commitments

Glenn College:

- Prioritizes victim/survivor safety.
- Provides emergency and support service information.
- Ensures no retaliation against individuals involved in Complaints or Reports.
- Treats all parties with fairness and dignity.
- 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.

- Ensure the safety of the victim/survivor.
- As appropriate, provide emergency numbers for on and off campus security (if applicable), law enforcement, medical assistance, mental health services, and other services.
- Respect the right of the individual to choose the services they consider most appropriate.
- 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. 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.

Confidentiality

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 Regulatory Unit (PTIRU). Certified institutions must comply with regulatory requirements, including the requirement to have a Sexual Misconduct policy. For more information about PTIRU, go to

www.privatetraininginstitutions.gov.bc.ca.