



## Sexual Misconduct Policy

<u>Vancouver College of Dental Hygiene Inc.</u>	<u>3368</u>	
Name of Institution	Institution Number	
<u>Sexual Misconduct Policy</u>	<u>09/01/2021</u>	<u>TBA</u>
Name of Policy	Effective Date	Revision Date

1. **Vancouver College of Dental Hygiene Inc.** is committed to the prevention of sexual misconduct and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behavior 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** of sexual misconduct involving a student is as follows:

Students that wish to make a complaint about sexual misconduct may contact:

Ms. Carole-Anne Mrsic Dip.DH, RDH, PID, BHSc  
Chair of the Dental Hygiene Program Committee  
Program Director  
1205-6<sup>th</sup> Ave,  
New Westminster, BC  
V3M 2C1  
604-215-7611  
[caroleannem@vancouver-college-dental.org](mailto:caroleannem@vancouver-college-dental.org).

Should the Program Director be absent, the student may contact:

Ms Lidia DiNicolo, CEO and Business Director  
1205-6<sup>th</sup> Ave,  
Vancouver, BC  
V3M 2C1  
604-215-7611  
[Lidiad@vancouver-college-dental.org](mailto:Lidiad@vancouver-college-dental.org).

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

The Program Director and/or Business Director will acknowledge receipt of the complaint of sexual misconduct within 14 business days.

7. The process for making a **Report** of sexual misconduct involving a student is as follows:

A student making a report of sexual misconduct will submit a completed written **Report (written statement and request for action)** must do so to the Program Director, using the following contact information:

Ms. Carole-Anne Mrcic Dip.DH, RDH, PID, BHSc  
Chair of the Dental Hygiene Program Committee  
Program Director  
1205-6<sup>th</sup> Ave,  
New Westminster, BC  
V3M 2C1  
604-215-7611  
[caroleannem@vancouver-college-dental.org](mailto:caroleannem@vancouver-college-dental.org).

Should the Program Director be absent, the written **report** will be submitted to the CEO/Business Director using the following contact information:

Ms Lidia DiNicolo CEO and Business Director  
1205-6<sup>th</sup> Ave,  
Vancouver, BC  
V3M 2C1  
604-215-7611  
[Lidiad@vancouver-college-dental.org](mailto:Lidiad@vancouver-college-dental.org).

8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:

The Program Director and or Business Director will acknowledge receipt of the complaint of sexual misconduct within 14 business days.

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.privateinstitutions.gov.bc.ca](http://www.privateinstitutions.gov.bc.ca).