

SEXUAL VIOLENCE AND MISCONDUCT POLICY

Purpose

Acts of Sexual Violence and Sexual Misconduct undermine and violate the rights, personal dignity, and integrity of individuals. This policy articulates New Image College's commitment to providing a safe and secure learning environment.

New Image College does not tolerate any form of sexual misconduct and strives to prevent sexual misconduct. We are also committed to the following:

1. Establish an environment where sexual violence and misconduct are not tolerated.
2. Build and nurture a culture of consent.
3. Support all members of the New Image College community who are affected.
4. Provide a central site for information regarding the resources and options available to those affected.
5. Use clear, appropriate, and fair processes for handling complaints of sexual violence and misconduct.
6. Create and implement inclusive prevention educations and response initiatives to address sexual misconduct to create a culture of consent.
7. Respect the rights of those who disclose to make their own decisions about accessing support services and assistance, making a report, or pursuing external processes such as criminal or civil action.
8. Address and emphasize to all members of the New Image College Community to become knowledgeable about Sexual Violence and Misconduct and their rights and obligations under this policy.

Scope and Application

This policy is separate from any criminal or civil proceedings.

New Image College is not responsible for determining violations of criminal or civil law.

This policy applies where:

1. an incident of Sexual Violence or Sexual Misconduct is alleged to have occurred at New Image College, or off New Image College and in connection with an event or activity sponsored, organized, led, or required by New Image College, including but not limited to off-campus activity that students are required to participate in for successful completion of their studies (i.e., NIC events, films, etc.); and
2. the alleged incident of Sexual Violence or Sexual Misconduct involves a member of the New Image College community or a person who was a member of the New Image College at the time of the incident.

New Image College does not have jurisdiction to take disciplinary action against a person who is not a member of the New Image College community or who is not currently affiliated with New Image College. However, under certain circumstances, New Image College may be able to take other action, such as revoking a person's access to New Image College property or a New Image College event.

Granville Campus

987 Granville St., Vancouver, BC, Canada, V6Z 1L3
Tel: (604) 685-8807 Fax: (604) 685-8870
Web: newimage.ca Email: info@newimage.ca
A Division of Global Model and Talent Inc.

Definitions

Sexual Misconduct includes sexualized violence and refers to any sexual act or act targeting an individual's sexuality, gender identity, or gender expression, whether the act is physical or psychological, that is committed, threatened, or attempted against an individual without that individual's consent. The following list sets out examples of Sexual Misconduct. The list is intended to help members New Image College Community understand the kinds of acts that will be considered Sexual Misconduct. The list is not exhaustive and other acts may constitute Sexual Misconduct under this Policy even if they do not appear in the list below. Sexual Misconduct includes, but is not limited to, the following:

1. sexual assault, which is any form of sexual touching or the threat, express or implied, of sexual touching without the individual's consent.
2. sexual harassment, which is unwelcome conduct, by comment or gesture, of a sexual nature that detrimentally affects the working, learning, or living environment, or leads to adverse consequences for the individual directly subjected to the harassment.
3. stalking and cyberstalking (stalking using the internet or other electronic means), which is engaging in unwelcome conduct expressed or implied, that causes an individual to fear for their physical or psychological safety, and includes repeatedly following the individual, repeatedly communicating with the individual through any means, engaging in threatening conduct, or keeping watch over the place where the individual happens to be.
4. indecent exposure which is exposing one's body to another individual either physically or electronically, or through any other means, for a sexual purpose without the individual's consent, or coercing another individual to remove their clothing to expose their body.
5. voyeurism, which is non-consensual viewing, photographing, or otherwise recording another individual in a location where there is an expectation of privacy and where the viewing, photographing, or recording is done for a sexual purpose; and
6. the distribution of a sexually explicit photograph or recording of an individual to one or more individuals other than the individual in the photograph or recording without the consent of the individual in the photograph or recording.

New Image College Community: All College students, contractors, volunteers, and employees, and any other person who is contractually obligated to comply with this policy.

New Image College Property: New Image College's physical campus.

Student: A person who is enrolled at New Image College.

Young Person: A person who is under the age of 19 years.

Complainant: A person who files a Complaint. In some instances, New Image College may act as a Complainant where it becomes aware of allegations of Sexual Violence or Sexual Misconduct that, if true, would violate this policy but no person comes forward with a Complaint, or where an investigation is required by law.

Complaint: A formal written statement containing allegations of Sexual Violence or Sexual Misconduct or other violation(s) of this policy.

Consent: the active, voluntary agreement to engage, and to continue to engage, in the sexual activity in question. For the purposes of this policy:

1. Consent is never assumed.
2. Consent is not implied or given by the absence of "no".
3. Consent is not implied or given by silence.

4. Consent cannot be given if the individual is incapacitated by alcohol or drugs or is unconscious.
5. Consent can never be obtained through threats or coercion.
6. Consent can be withdrawn at any time.
7. Consent cannot be obtained if a party induces another to engage in sexual activity by abusing a position of trust, power, or authority.
8. Consent is given for one kind or instance of sexual activity does not mean that consent is given for any other sexual activity or instance.
9. Consent cannot be expressed by the words or conduct of a third party.

Disclose or Disclosure: The communication to a New Image College employee or contractor of an experience of Sexual Violence and Misconduct. Disclosure on its own does not initiate an investigation, except where required by this policy.

Investigator: A person appointed by New Image College to investigate a Complaint.

Respondent(s): A person or persons alleged to have engaged in conduct that violates this policy.

Responsible Administrator: An administrator of New Image College responsible for the operations of a College Department, or service area (Senior Administrative Officer or Senior Academic Officer).

Retaliatory Action: Any adverse action taken against a person because that person seeks advice on making a Disclosure or Complaint, makes a Disclosure or Complaint, or cooperates in an investigation of a Complaint.

Policy Statements

New Image College is committed to providing a working and learning environment that is free of discrimination and harassment, and that promotes academic achievement as well as the dignity, self-esteem, and fair treatment of all participants in its activities. Sexual Violence and Misconduct undermines these goals, violates individuals' rights, personal dignity, and integrity, and is strictly prohibited.

New Image College recognizes that people's experiences will be influenced by factors such as their sex, sexual identity, gender identity or expression, racialization, age, family status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, and language, which may intersect and overlap.

New Image College recognizes that while Sexual Violence and Misconduct can affect any member of society, such experiences and their consequences may disproportionately affect individuals who experience intersecting forms of systemic discrimination or barriers. These factors, along with an individual's personal history, affect individual experiences of Sexual Violence and Misconduct, the ability to access supports, and choices regarding recourse. New Image College will take this into account when carrying out its responsibilities under this policy.

New Image College recognizes its responsibility for addressing Sexual Violence and Misconduct and for meeting the following ongoing commitments:

- Promote learning and working conditions that seek to prevent or eliminate the potential for incidents of Sexual Violence and Misconduct to occur on College Property or between members of the New Image College Community.
- Support members of the New Image College Community who are affected by Sexual Violence and Misconduct reducing barriers to Disclosure and to the filing of Complaints

regarding their experiences; responding to Disclosures and Complaints in a procedurally fair, efficient, and consistent manner; and providing academic, non-academic, and other supports are required.

- Remedy situations where Sexual Violence and Misconduct have been found to have occurred.
- Assure that senior staff and those individuals in charge of the inquiry and handling of any concerns raised by the student are acquainted with the entirety of this policy.
- Educate individuals not normally a part of the College community by providing them with the policy. This will include individuals who may interact with the students periodically such as external contractors and service providers.
- Assures the student body is aware of this policy by presenting to the students as a part of their Student Handbook and assuring that all students have access to the Policy by assuring it is posted to the College website.

All persons who make a Disclosure or file a Complaint regarding an experience of Sexual Violence or Sexual Misconduct can expect the New Image College to provide:

1. Compassion, dignity, and respect, including respect for their choice as to whether they wish to disclose or file a Complaint regarding their experience.
2. Timely assistance inclusive of information about available support services and resources.
3. Timely consideration of appropriate academic, workplace, or other accommodations.
4. Information on the options for addressing an incident of Sexual Violence or Sexual Misconduct, and the limits to confidentiality associated with each option.
5. Where they do decide to file a Complaint, a clear explanation of the investigation and decision-making process and a procedurally fair and unbiased process, which includes but is not limited to protecting the Complainant from unreasonable and/or irrelevant questions, such as those pertaining to past sexual history or gender expression, complying with collective agreement provisions where applicable, and providing regular updates on the status of the process.

All persons who are accused of violating this policy can expect the New Image College to provide the following:

1. Compassion, dignity, and respect.
2. Timely information about available support services and resources.
3. Information on the options available to them.
4. Where a Complaint is filed, a clear explanation of the investigation and decision-making process and a procedurally fair and unbiased process, which includes but is not limited to complying with collective agreement provisions where applicable and providing regular updates on the

status of the process.

New Image College reserves the right to initiate an investigation and/or to inform the relevant law enforcement agency without the Consent of the person making the Disclosure or filing the Complaint regarding an incident of Sexual Violence and Misconduct if New Image College has a reasonable belief that the safety of any member(s) of the New Image College Community is at risk.

A student or other New Image College Community member acting in good faith in making a Disclosure or reporting an incident of Sexual Violence or Sexual Misconduct will not be investigated by New Image College for consuming alcohol or drugs at the time of the disclosed or reported incident(s), even if they were under the legal age for such consumption or the substance was illegal.

New Image College reserves the right to implement interim measures as it considers appropriate to protect the safety of the New Image College Community or any of its members during an evaluation of a Disclosure or Complaint or pending the completion of an investigation. Such measures may include but are not limited to:

1. Providing a safety plan for the Complainant.
2. Supporting the complaining in reporting the incident to the police, if appropriate.
3. Communicating clearly to the Responded that behaviours are unwelcomed and must stop immediately.
4. Restricting the Respondent's access to the New Image College campus, to specific areas of the New Image College campus, and/or to New Image College's technology.
5. Altering the learning schedule of an individual.
6. Imposing a no-contact directive.
7. Arranging temporary, non-disciplinary leave of an individual.

A student or any other member of the New Image College Community has the right to pursue other processes externally in connection with alleged incidents of Sexual Violence and Misconduct, such as:

1. Reporting the matter to the police.
2. Initiating a civil action.
3. Filing a complaint under the BC Human Rights Code.

If an external course of action is pursued, the College may elect to continue with the process under this policy or to suspend its internal process pending the outcome of the external process. A breach of this policy by any member of New Image College Community represents serious misconduct and may be cause for disciplinary sanctions including, where appropriate, suspension, dismissal, or expulsion.

Procedures - Prevention and Response Program

New Image College will establish and maintain a Sexual Violence and Misconduct prevention and response program that will provide coordination and oversight for the following:

1. risk assessment and risk management practices.

2. appropriate education and training for students and other members of the New Image College Community regarding this policy.
3. procedures for reporting, investigating, and documenting incidents of Sexual Violence and Misconduct promptly and sensitively, and following WorkSafeBC regulations, where applicable.
4. regular reviews to evaluate the effectiveness of this policy, occurring at least once every three (3) years or as advised by the Minister responsible for advanced education.

Accommodation and Safety Planning

Any student or other member of the New Image College Community affected by an incident of Sexual Violence or Sexual Misconduct may request a safety plan or other academic or workplace accommodation(s) relating to the incident.

- Students at the New Image College Community may contact the Senior Academic Officer of their program in attendance.
- Employees and contractors may contact the Senior Administrative Officer.

Disclosure of Sexual Violence or Misconduct

The sensitive nature of Sexual Violence and Misconduct is recognized by New Image College, and victims may require different actions from the College in its supportive role.

Any student or other member of the New Image College Community who has experienced Sexual Violence or Misconduct may choose to disclose the experience by confiding in another member of the New Image College Community.

New Image College encourages but does not require students or other members of the New Image College Community who have experienced Sexual Violence or Sexual Misconduct to seek immediate assistance.

If a member of the New Image College Community believes she or he has been sexually harassed, she or he may choose not to file a formal complaint and instead request that the New Image College assist them through the emotional crisis. The victim/survivor, in this case, discloses sexual violence to seek emotional support, medical care, or advocacy but does not report it to the police.

If such action is chosen by the victim/survivor, New Image College will provide a supportive role. The role in this situation is primarily to be a listener and provide the student with what resources are available to them.

However, New Image College understands that prompt action may be important to ensure physical safety, obtain medical care or emotional support, or preserve evidence.

A Disclosure is not the same as a Complaint under this policy. Under many circumstances, someone making a Disclosure about an experience of Sexual Violence or Sexual Misconduct may choose to seek support and appropriate resources or referrals without initiating a Complaint that leads to an investigation.

To initiate an investigation, a Complaint must be filed with the Responsible Administrator, except under circumstances outlined above, when New Image College itself may initiate an investigation.

Under any of the following circumstances, a member of the New Image College Community who receives a Disclosure of Sexual Violence or Sexual Misconduct must notify the Responsible Administrator, a person is at risk of self-harm or of harming others.

1. there is an imminent risk of harm to any member(s) of the New Image College Community and/or to the broader community.
2. the Disclosure involves sexual harassment in a New Image College workplace
3. a Young Person is involved or affected; or
4. Disclosure is otherwise required by law.

In these instances, the minimum amount of information needed to meet legal or other obligations must be disclosed. Every effort will be made to involve the person making the Disclosure in decision-making and to mitigate any associated risks. Any New Image College Community member who is unsure of their responsibility to disclose should seek advice from the Responsible Administrator.

Filing a Complaint

A student or any other member of the New Image College Community who has experienced Sexual Violence or Misconduct, or who is otherwise affected by a violation of this policy, may file a Complaint under this policy by submitting the Complaint in writing to the Responsible Administrator. The Complaint should include:

1. the relevant details regarding the alleged incident of Sexual Violence, Sexual Misconduct, or other alleged violation of this policy.
2. a list of any potential witnesses and a description of the information those witnesses are expected to provide.
3. any relevant documents, including any social media communications.

A Complainant has the right to withdraw a Complaint at any stage of the process. However, New Image College may continue to act on the issue identified in the Complaint where it is obligated by law or by this policy to do so.

Initial Review

Upon receipt of a Complaint, the Responsible Administrator will conduct an initial review to determine whether the allegations in the Complaint fall within the scope of this policy.

This review will occur within fourteen (14) calendar days of the receipt of a Complaints unless exceptional circumstances exist that prevent the Responsible Administrator from meeting this timeline, in which case the Responsible Administrator will contact the Complainant as soon as possible to inform them of the revised timeline.

If the Responsible Administrator determines that the Complaint falls within the scope of this policy, the Responsible Administrator will do one of the following:

1. appoint an Investigator to investigate the Complaint; or
2. refer the matter to the alternative resolution process described below.

If the Responsible Administrator determines that the allegations in the Complaint do not fall within the scope of this policy, the Responsible Administrator will advise the Complainant of this decision along with reasons. If the Responsible Administrator believes that the Complaint discloses other kinds of misconduct or information that New Image College may need to act on under another New Image College policy or process, the Responsible Administrator may refer the Complaint or the relevant portions of the Complaint to the appropriate College authority. When appropriate, the Responsible Administrator will consult with the person making the Complaint before referring it elsewhere.

Alternative Resolution

If the Responsible Administrator believes that an alternative resolution process may be appropriate, the Responsible Administrator will discuss this option with the Complainant.

If the Complainant agrees that an alternative resolution process may be appropriate, the Responsible Administrator will contact the Respondent to advise that a Complaint has been made and will discuss this option with the Respondent.

If the Respondent agrees to participate in an alternative resolution process and the Responsible Administrator remains satisfied that an alternative resolution process is appropriate, then the Responsible Administrator will explore the options available and, with the agreement of both parties, will refer the matter to that process for resolution.

Participation in an alternative dispute resolution process is entirely voluntary. If either the Complainant or the Respondent decides at any time that they no longer wish to participate in the alternative resolution process, the Responsible Administrator will then appoint an Investigator to investigate the Complaint.

Investigation

When New Image College appoints an Investigator to investigate a Complaint, consideration will be given to the subject matter of the Complaint and the expertise and training of the Investigator. Investigators may be external or internal to New Image College.

In every case, before making an appointment, New Image College will ensure that there are no grounds for a reasonable apprehension of bias on the part of the Investigator under consideration. The Investigator will advise participants in the investigation of the option to have a supportperson present for the interview.

Except in exceptional circumstances, investigations (including the preparation of the Investigator's report) will be completed within sixty (60) calendar days of an Investigator's receipt of a Complaint. If during an investigation the Investigator believes that this timeline cannot be met, the Investigator will contact the Complainant, the Responsible Administrator as soon as possible to inform them of the revised timeline.

Investigations are not adversarial processes, and hearings will not be held as part of the investigatory process. Formal rules of evidence commonly associated with a civil or criminal trial will not be applied. In all investigations, the Respondent will be informed of the allegations made against them and will be given a full opportunity to respond.

The Investigator will conduct the investigation using a procedurally fair and sensitive process, taking care to minimize or avoid circumstances that might reasonably be expected to cause participants distress (e.g., the Complainant having to come into direct contact with the Respondent). The investigation process may include, but is not limited to, the following:

1. requesting a written response to the Complaint from the Respondent, including a list of any potential witnesses along with a description of the information those witnesses are expected to provide, and any relevant documents, including any social media communications.
2. meeting separately with or requesting further information from the Complainant.
3. meeting separately with or requesting further information from the Respondent.
4. meeting separately with or requesting further information from any other individuals who may have information relevant to the investigation, including any witnesses identified by the Complainant or the Respondent.
5. inviting the Complainant and the Respondent to submit questions they believe should be asked of the other party or any witness, with the understanding that the decision as to whether such questions will be asked of the other party, or any witness is entirely within the discretion of the Investigator; and
6. obtaining any other evidence that may be relevant to the investigation.

After the investigation, the investigator will submit a written report to the Responsible Administrator. The report will normally include the following information:

1. a summary of the evidence considered.
2. any assessment of credibility that is required to render a determination; and
3. the Investigator's findings of fact, and a determination as to whether, on a balance of probabilities, this policy has been violated.

Investigation Outcomes

If the Investigator's report determines that Sexual Violence or Sexual Misconduct has occurred, or that this policy has otherwise been violated, the following will occur:

1. the Responsible Administrator will determine what disciplinary or other measures are appropriate based on the findings in the report, which may include the requirement that parties to the investigation, or other members of the New Image College Community affected by the Complaint or by the investigation, participate in workshops and/or mediation.
2. where suspension of a student or employee is a potential outcome, the Responsible Administrator will refer the matter to the President for decision.
3. the Complainant and the Respondent will be notified of the Investigator's findings and the Respondent will be notified of the Responsible Administrator's

decision regarding disciplinary or other measures to be taken against the Respondent; and

4. the Respondent will be notified of the option to appeal, as described below.

If the Investigator's report determines that this policy has not been violated, the Responsible Administrator will dismiss the Complaint and so notify the Complainant and the Respondent. The Complainant will be notified of the option to appeal, as described below.

Whether or not the Investigator's report determines that Sexual Violence or Misconduct has occurred, or that this policy has otherwise been violated, if the Responsible Administrator believes that the Investigator's report discloses other kinds of misconduct or information that New Image College may need to act on under another New Image College policy or process, excluding matters pertaining to the consumption of alcohol or drugs, addressed in Statement section above, the Responsible Administrator may refer the Investigator's report, or the relevant portions of it, to the appropriate New Image College authority. When appropriate, the Responsible Administrator will consult with the Complainant before referring the matter elsewhere.

Confidentiality

Confidentiality of all persons and information involved in a Disclosure or Complaint of Sexual Violence and Misconduct is expected.

To protect the integrity, fairness, and effectiveness of investigations, and to ensure compliance with BC's Freedom of Information and Protection of Privacy Act, all participants in an investigation must act following the requirements set out below.

1. Individuals, including the Complainant and the Respondent, who has obtained personal information about an identifiable individual through the course of participating in an investigation, must not disclose this information to anyone except their advisors or representatives, or as required by law. However, this section does not prevent.
 - A. any participants in an investigation from disclosing information about themselves or from disclosing information that they have obtained outside the investigation; or
 - B. New Image College representatives from disclosing investigation-related information as authorized under this policy.
2. New Image College will not disclose any personal information related to an investigation except to the extent that such disclosure is:
 - A. expressly authorized by the affected individual.
 - B. made to a New Image College representative on the grounds that it is necessary for the performance of that individual's duties (e.g., communicating to a supervisor any restrictions to the times of day or days of the week that an employee may access specific College facilities);
 - C. made to a Complainant, Respondent, witness, or other participants in the investigation on the grounds that it is necessary for the conduct of the investigation.

- D. authorized by this policy.
 - E. authorized or required under the law, or
 - F. deemed necessary to prevent imminent risk of harm to self or others in the New Image College Community or the wider community.
3. To maintain the integrity of the investigation process, New Image College must ensure that both Complainant and Respondents know the Investigator's findings.

Retaliatory Action, Breaches of Confidentiality and Complaints Made in Bad Faith

1. Retaliatory Action of any kind is prohibited. This includes Retaliatory Action against a person who makes a Disclosure or files a Complaint regarding Sexual Violence and Misconduct, against witnesses, or any other persons involved in the process.
2. Where a member of the College Community is found to have engaged in Retaliatory Action or to have breached the confidentiality requirements in this policy, the College may take appropriate disciplinary action.
3. Where an investigation determines that a Complaint was filed in bad faith, the College may take appropriate disciplinary action.

Appeal

1. A Complainant or Respondent may appeal the Responsible Administrator's disciplinary decision or the Investigator's investigative process, but only if there are grounds to show that due process was not followed or that natural justice principles were not adhered to during that process. The original Complaint will not be reconsidered in an appeal, but the person or body deciding the appeal has the discretion to consider any new evidence that could not reasonably have been available at the time of the original investigation.
2. An appeal must be submitted in writing within ten (10) business days after receipt of the decision being appealed: that is, ten days after receipt of the Investigator's findings or ten days after receipt of the Responsible Administrator's disciplinary decision, depending on the scope of the appeal. The written submission must provide specific grounds for appeal, describing how this policy was incorrectly applied, due process was not followed, and/or the Responsible Administrator's decision as to discipline was inappropriate.

A student or other member of the College Community who is not an employee of the College must submit the appeal to the Student Services Department.

Employees must submit the appeal to the person to whom the Responsible Administrator reports (e.g. to the president or vice-president).

3. The appeal may be upheld or dismissed, in whole or in part, and/or referred back to the Responsible Administrator for reconsideration.
4. The person or body deciding the appeal will give reasons for the decision in writing.

Community-based victim services programs

<https://endingviolence.org/need-help/services/>

<p><u>Family Services of Greater Vancouver - VISAC</u> Victim Support Services – VISAC Vancouver (604)874-2938</p>	<p><u>Family Services of Greater Vancouver</u> Domestic Violence Unit – DVU Vancouver (604)717-2653</p>
<p><u>Family Services of Greater Vancouver</u> Community-Based Victim Service Program New Westminster (604)525-9144</p>	<p><u>Vancouver & Lower Mainland Multicultural Family Support Services Society</u> Specialized Victim Assistance Program Burnaby (604)436-1025</p>
<p><u>MOSAIC</u> Multicultural Victim Services Program Vancouver (604)254-9626</p>	<p><u>Women Against Violence Against Women Rape Crisis Centre (WAVAW/RCC)</u> Specialized Victim Services Vancouver (604) 255-6344 (877) 392-7583</p>
<p><u>Battered Women's Support Services</u> Specialized Victim Services Vancouver (604) 687-1868</p>	<p><u>Hollyburn Family Services Society</u> Family & Relationship Violence Victim Support Services North Vancouver (778)855-4566</p>
<p><u>BC211</u> VictimLink BC Vancouver (800)563-0808</p>	<p><u>Downtown Eastside Women's Centre</u> Specialized Victim Assistance Program Vancouver (604)681-8480</p>
<p><u>Family Services of Greater Vancouver</u> Community-Based Victim Services Richmond (604)279-7100</p>	<p><u>Family Services of Greater Vancouver</u> Family Violence Program (DVU) Richmond (604)207-4766</p>
<p><u>Cameray Centre</u> Specialized Victim Assistance Program Burnaby (604) 436-1990</p>	

Sexual Violence and Misconduct Complaint Form

Are you reporting more than one person who you believe committed sexual misconduct?

Please indicate whether you are filing a report on more than one person.

YES

NO

Please indicate if you are reporting sexual misconduct that happened to you, or someone else.

ME

SOMEONE ELSE

Your information

Full name: _____

* You may choose to file an anonymous complaint; however, you must provide your contact information for us to notify you of the decision regarding jurisdiction, as well as any additional information required for that decision. Otherwise, due to a lack of evidence, New Image College may be unable to proceed with an investigation based on an anonymous report.

Email address: _____

Phone Number: _____

Are you a New Image College student, employee, or faculty member?

YES

NO

Information about the person(s) who you believe committed sexual misconduct

Please provide as much information about the person(s) you believe committed sexual misconduct as possible.

First name of the person you are reporting about: _____

Last name of the person you are reporting about (if known): _____

Phone number of the person you are reporting about (if known): _____

Email Address of the person you are reporting about (if known): _____

How is the person you are reporting about connected to New Image College? Select all that apply.

STUDENT

STAFF

FACULTY

UNKNOWN

OTHER: _____

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How do you know them? Please include any relevant department, office, and/or class information to help identify the person.

Complaint Information

Please provide as much detail about the sexual misconduct as you can.

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Are you pursuing or aware of another process for this complaint? Another process may be filing with a law enforcement agency, for example.

YES

NO

Where did the sexual misconduct occur? Please select all that apply. You can provide more details about the incident itself, below.

O-CAMPUS

OF-CAMPUS

ONLINE

Approximately when did the sexual misconduct occur if you remember?

If you can, please describe the sexual misconduct in as much detail as you are able, and explain how it relates to New Image College?

Include any incidents or dates associated with the complaint. Without more information, New Image College will be unable to determine whether the complaint falls within the scope of the policy for investigation.

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Do you have any supporting documents? You can always provide any supporting evidence later on.

YES

NO

If yes, what please describe:

Consent for New Image College to action the complaint

By checking the box below, I understand and agree that I am submitting a Sexual Violence and Misconduct Complaint to New Image College, that this report will be used for the purpose of an initial review to determine whether New Image College has jurisdiction to investigate under the Sexual Violence and Misconduct Policy. If New Image College begins an investigation, then a copy of this report will be provided to the Respondent.

I understand and agree.

Privacy notification

Section 26(c) of the Freedom of Information and Protection of Privacy Act authorizes the collection of personal information in this format. This information will be used by New Image College for an initial review to determine whether the reported sexual violence and misconduct falls within New Image College's jurisdiction to investigate. If New Image College investigates, the Respondent will be given a copy of this Report. If you have any questions about this information's collection or disclosure, please contact Student Services at studentservices@newimage.ca.

Signature: _____

Date: _____

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