

Procedure Name:	SEXUAL VIOLENCE PREVENTION AND RESPONSE PROCEDURE	
Approved By:	Board of Governors	
Approval Date:	September 4, 2026	
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Procedure Holder:	VP, Academic, Students, and International and VP, Corporate Services & CFO	
Operational Lead:	Director, Student Health Services and Director, Human Resources	
Procedure Number:	ADM-007P	

SEXUAL VIOLENCE PREVENTION AND RESPONSE PROCEDURE

1.00 PURPOSE

- 1.1 The purpose of this procedure is to:
- establish clear, coordinated, Trauma-Informed, and procedurally fair processes for responding to Disclosures and Formal Allegations of Sexual Violence
 - describe the College's response to Disclosures and Formal Allegations of Sexual Violence
 - describe the supports, services, accommodations, and resources available to College Community members affected by Sexual Violence.

2.00 DEFINITIONS

- 2.1 **Balance of Probabilities:** The standard of proof used by the College when making findings in an investigation of a Formal Allegation of Sexual Violence, where a finding may be made if it is more likely than not that the alleged conduct occurred.
- 2.2 **College Community:** Students, applicants, alumni, Employees, contractors, subcontractors, volunteers, visitors, and members of the Board of Governors, the First Nations Council, and the Coast Mountain College Foundation Board.
- 2.3 **Consent:** The clear, voluntary, and ongoing agreement to engage in, and continue to engage in, sexual activity. Consent must be freely given, informed, and affirmatively communicated through words or conduct. Silence, passivity, or lack of resistance does not constitute Consent. Consent may be withdrawn at any time, and once withdrawn, the sexual activity must stop immediately.
- 2.4 **Disclosing Party:** An individual who has made a Disclosure about an experience of Sexual Violence that occurred or may have occurred.
- 2.5 **Disclosure:** A communication, other than a Formal Allegation, that Sexual Violence occurred or may have occurred. This does not initiate a formal reporting process, unlike a Formal Allegation, but does allow the Disclosing Party access to support services.

- 2.6 **Employee:** An individual employed by the College in any capacity, including administrators, faculty, and staff. Employment may be full-time, part-time, regular, term, or on-call. Individuals who are employed by the College in any capacity and are also registered in a College program or course are considered Employees for the purposes of this procedure and related policy.
- 2.7 **Formal Allegation:** A report to the College, alleging that Sexual Violence occurred, and requesting that the College take action in response to the alleged Sexual Violence.
- 2.8 **Procedural Fairness:** A fair, impartial, and transparent process that provides individuals with a meaningful opportunity to be heard and to respond before decisions are made.
- 2.9 **Reporting Party:** An individual who has submitted a Formal Allegation, alleging that Sexual Violence occurred.
- 2.10 **Respondent:** A person or persons alleged to have caused or contributed to an act of Sexual Violence and against whom a Formal Allegation is made.
- 2.11 **Retaliation:** Any adverse action or threat of adverse action taken against an individual because they have made a Disclosure, filed a Formal Allegation, participated in an investigation or resolution process, or sought or received support related to Sexual Violence. Retaliation may be direct or indirect and can include, but is not limited to, intimidation, harassment, coercion, threats, exclusion, negative academic or employment consequences, or damage to reputation.
- 2.12 **Sexual Violence:** Is a broad term that encompasses any sexual act or act targeting an individual's sex, sexuality, gender identity, or gender expression, whether the act is physical or psychological in nature, that is committed, threatened, or attempted against an individual without that individual's Consent. It can be perpetrated by anyone – an acquaintance, a classmate, a teacher, a family member, a colleague, a friend, a dating partner, a spouse, or a stranger. It can occur in person or by other means, including through the use of technology. It includes, but is not limited to:
 - a. Sexual assault: any non-consensual, forced, or coerced sexual act or physical contact of a sexual nature, including, but not limited to, kissing, touching, and sexual penetration.
 - b. Sexual exploitation: any actual or attempted abuse of a position of power, authority, trust, or influence or exploitation of another's vulnerability, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically.
 - c. Sexual harassment: any unwelcome conduct of a sexual nature that makes someone feel intimidated, humiliated, or offended and creates a hostile environment. It includes, but is not limited to, sexual jokes, comments about body/clothing, staring, catcalling, displaying or sharing offensive material, unwanted propositioning, or unwanted repeated requests for dates.
 - d. Stalking or cyber-stalking: a pattern of persistent, unwanted behaviours that cause an individual to fear for their safety or wellbeing. This includes, but is not limited to, physical surveillance, unwanted communication, monitoring, unauthorized tracking, threats, and digital harassment.
 - e. Indecent exposure: the intentional, non-consensual display of one's genitals or intimate body parts in a public or private place with the intent to cause alarm or distress to another person, or for the purpose of sexual gratification.

- f. Voyeurism: the non-consensual observation or recording of another person in a location where there is reasonable expectation of privacy and where the observation or recording is done for a sexual purpose.
- g. Stealthing: the act of intentionally removing or damaging a condom or other protective device during sexual activity without Consent, or deliberately misrepresenting the use of contraception.
- h. Image-based sexual abuse: the distribution of an intimate image or video, within the meaning of the *Intimate Images Protection Act*, without the Consent of the individual depicted in the image or video.

- 2.13 **Student:** An individual who is registered in any course or program at the College. This includes individuals enrolled in part time studies, individuals participating in Continuing Education and Workforce Training, and individuals registered through contract services or partnership arrangements such as dual credit or dual admission. This definition applies to Students engaged in College activities on site or off site.
- 2.14 **Support Person:** An individual, either internal or external to the College, who provides emotional, cultural, accessibility, informational, advisory, advocacy, or representative support to a person involved in an incident of Sexual Violence. A Support Person may include, but is not limited to, a family member, legal guardian, friend, Elder, translator, legal counsel, union representative, students' union representative, or another trusted individual chosen by the person receiving support.
- 2.15 **The College:** Coast Mountain College (CMTN).
- 2.16 **Trauma-Informed:** An approach that recognizes the impacts of trauma on individuals and responds in a manner that promotes empowerment and recovery, while minimizing re-traumatization.
- 2.17 **Vulnerable Person:** An individual who, due to age, disability, or other temporary or permanent circumstances, is in a position of dependency on others or is at a greater risk, compared to the general population, of being harmed by someone in a position of trust or authority.

3.00 MAKING A DISCLOSURE

- 3.1 An individual who has experienced Sexual Violence, or another member of the College Community with knowledge of an incident, may choose to make a Disclosure of Sexual Violence to the College. A Disclosure allows the College to provide information, supports, services, and accommodations without requiring the individual to submit a Formal Allegation or participate in an investigation.
- 3.2 A Disclosure may be submitted anonymously using the College's Sexual Violence Anonymous Incident Disclosure form. See [Sexual Violence Anonymous Incident Disclosure](#).
 - a. Anonymous Disclosures allow individuals to share information with the College while maintaining their privacy; however, the College's ability to provide supports, follow up, or take further action may be limited where the individual's identity or additional information is not available.
- 3.3 Although a Disclosure does not automatically initiate a Formal Allegation, investigation, or other formal response process, the College may initiate a response where required or

authorized by law or where there is a significant risk to the safety of an individual or the College Community, in accordance with the Sexual Violence Policy.

- a. Where the College initiates a response in the absence of a Formal Allegation, the individual who made the Disclosure will not be required to participate in an investigation or other formal process unless they choose to do so, except where participation is required by law.

3.4 Individuals who make a Disclosure will be provided with information about:

- a. available options under the Sexual Violence Prevention and Response Policy
- b. available College and community supports, services, and resources
- c. available accommodations, where appropriate.

See Appendix A: Post-Incident Guidelines for Individuals Who Have Experienced Sexual Violence.

4.00 RESPONDING TO DISCLOSURES OF SEXUAL VIOLENCE

4.1 Any member of the College Community who receives a Disclosure of Sexual Violence should respond in a supportive and respectful manner.

- a. The initial response to a Disclosure can significantly influence the Disclosing Party's sense of safety, wellbeing, and willingness to seek further support or consider additional reporting options.

4.2 A supportive response to a Disclosure includes:

- a. listening without judgment and acknowledging the individual's experience
- b. assisting the individual in identifying and accessing available College and community supports, services, resources, accommodations, emergency medical care, and counselling, as appropriate (*see Appendix A: Post-Incident Guidelines for Individuals Who Have Experienced Sexual Violence*)
- c. respecting the individual's right to choose the supports and services they feel are most appropriate and whether or not to make a Formal Allegation, report the matter to the RCMP, or pursue other available options
- d. recognizing that trauma may affect an individual's ability to recall or communicate their experience, and that they may not remember or disclose every detail during the initial conversation
- e. respecting the individual's choice regarding how much information they wish to share
- f. refraining from questions, comments, or conduct that imply judgment, blame, or disbelief, including remarks related to the Disclosing Party's dress, behaviour, language, emotional response, past sexual history, substance use, or the timing of the Disclosure
- g. avoiding unnecessary questions or attempts to investigate or verify the Disclosure, allowing the individual to share only the information they choose, and focusing on their immediate safety, wellbeing, and connection to appropriate supports and services

- h. maintaining the privacy and confidentiality of the information shared by the Disclosing Party and only sharing information with individuals who need the information to fulfill responsibilities under the Sexual Violence Prevention and Response Policy and related procedures.
 - i. The College will seek the Disclosing Party's authorization before sharing information beyond those individuals, unless required or authorized by law.
 - ii. Both verbal and written authorization must be documented.
- i. advising the individual that the College will make every reasonable effort to maintain their privacy and confidentiality, but that information may need to be shared with designated College officials and, where required or authorized by law, external agencies, in order to respond appropriately to the Disclosure, protect the safety of individuals, or comply with legal obligations.

4.3 Employees who receive a Disclosure of Sexual Violence must promptly report the Disclosure to the appropriate College official.

- a. Where the Disclosure involves a Student, report the Disclosure to the Director of Student Health Services.
- b. Where the Disclosure involves an Employee, contractor, subcontractor, volunteer, visitor, member of the Board of Governors, the First Nations Council, or the Coast Mountain College Foundation Board, report the Disclosure to the Director of Human Resources.
- c. Where the Disclosure involves both a Student and non-Student, the Disclosure may be reported to either the Director of Student Health Services or the Director of Human Resources, who will then determine which director will lead the College's response, taking into consideration the circumstances of the matter and the appropriate expertise required.
- d. Where the Director of Student Health Services or the Director of Human Resources is unable to coordinate the response due to a conflict of interest, perceived conflict of interest, or other circumstance, the Disclosure should be reported to one of the Vice-Presidents.

4.4 The Director of Student Health Services and the Director of Human Resources, or an appropriate delegate, are responsible for:

- a. determining whether notification to the RCMP, child protection authorities, or another external agency is required or authorized by law
- b. coordinating the College's response
- c. ensuring that appropriate supports, services, and accommodations are offered
- d. ensuring compliance with applicable legislation, College policy, and these procedures.

5.00 MAKING A FORMAL ALLEGATION OF SEXUAL VIOLENCE

- 5.1 The College respects the right of an individual who has experienced Sexual Violence to choose the services, supports, and options they feel are most appropriate, including whether or not to report the incident to the RCMP, make a Disclosure, submit a Formal Allegation to the College, or pursue other available options.

- 5.2 A Formal Allegation is a request for the College to formally review and respond to an allegation of Sexual Violence in accordance with this procedure.
 - 5.3 Formal Allegations may be submitted by anyone, including, but not limited to, the individual who has experienced Sexual Violence, through the College's Sexual Violence Reporting Form [Formal Sexual Violence Complaint](#).
 - 5.4 A Formal Allegation should include sufficient information to allow the College to understand the nature of the concern, assess the appropriate response, and, where appropriate, initiate an investigation.
 - 5.5 In accordance with the principles of Procedural Fairness, information about the Formal Allegation must be shared with the Respondent to allow them a meaningful opportunity to understand and respond to the allegations. This may include the identity of the Reporting Party and information regarding the nature of the alleged conduct. The College will provide information to the parties in accordance with the requirements of Procedural Fairness, applicable legislation, and these procedures.
 - 5.6 There is no time limit for submitting a Formal Allegation. Individuals are encouraged to submit a Formal Allegation as soon as they are able to do so, recognizing that the passage of time may make resolution or investigation more challenging.
 - 5.7 The Reporting Party may request to withdraw their Formal Allegation at any stage; however, depending on the circumstances, the College may determine it has an obligation to continue to respond to the matter.
 - 5.8 The Reporting Party or Respondent may choose not to participate in the formal response process; however, this may limit the College's ability to fully assess, respond to, or investigate the matter.
 - 5.9 Where a Formal Allegation is made in good faith, the Reporting Party will not face disciplinary action solely because the College is unable to substantiate the allegation based on the information available through the investigation process. The inability to substantiate an allegation does not mean that Sexual Violence did not occur.
 - a. Individuals who knowingly provide false or misleading information during a response process may be subject to disciplinary measures.
- 6.00 RESPONDING TO FORMAL ALLEGATIONS OF SEXUAL VIOLENCE
- 6.1 The College will respond to Formal Allegations of Sexual Violence in a manner that is supportive, respectful, Trauma-Informed, timely, and consistent with the principles of Procedural Fairness.
 - 6.2 Formal Allegations must be reported to the appropriate College official responsible for coordinating the College's response.
 - a. Where the Formal Allegation involves a Student, the Formal Allegation must be submitted to the Director of Student Health Services.
 - b. Where the Formal Allegation involves an Employee, contractor, subcontractor, volunteer, visitor, member of the Board of Governors, the First Nations Council, or the Coast Mountain College Foundation Board, the Formal Allegation must be submitted to the Director of Human Resources.
 - c. Where a Formal Allegation involves both a Student and a non-Student, the Director of Student Health Services and the Director of Human Resources will determine

which director will lead the College's response, taking into consideration the circumstances of the matter and the appropriate expertise required.

- d. Where the Director of Student Health Services or the Director of Human Resources is unable to coordinate the response due to a conflict of interest, perceived conflict of interest, or other circumstance, the matter will be referred to the appropriate Vice-President, who may designate an alternative College official to oversee the response.

6.3 The Director of Student Health Services and the Director of Human Resources, or appropriate delegates, are responsible for coordinating the College's response to Formal Allegations of Sexual Violence. This includes:

- a. ensuring that appropriate supports, services, resources, and accommodations are offered
- b. ensuring that individuals involved are provided with information about the process, available supports, applicable timelines, and significant updates regarding the status of the matter
- c. coordinating any investigation or other response process, including assigning investigations to qualified internal or external investigators where appropriate
- d. ensuring compliance with applicable legislation, College policy, and these procedures.

6.4 Upon receipt of a Formal Allegation, the appropriate director, or delegate, will conduct an initial assessment to confirm that the matter falls within the scope of the Sexual Violence Prevention and Response Policy, identify any immediate safety concerns, and determine the appropriate response.

- a. This may include offering supports, services, resources, and accommodations, implementing interim measures to support the safety and wellbeing of the Reporting Party, the Respondent, and other individuals involved, and initiating an investigation or other response process where appropriate.

6.5 Interim measures may be implemented, modified, or removed at any stage of the process, as appropriate to address safety, wellbeing, privacy, operational, or Procedural Fairness considerations.

- a. Interim measures are not disciplinary and do not represent a finding that Sexual Violence occurred. They are intended to support safety, fairness, and the effective administration of the process.

6.6 An investigation or other response process may be paused at any stage where appropriate to address circumstances affecting the ability of individuals involved to meaningfully participate in the process. This may include circumstances related to health and wellbeing, safety concerns, legal proceedings, availability of participants, or other factors that may impact the fairness or effectiveness of the process.

6.7 The College may be required to initiate an investigation, notify an external authority, or take other action without the consent of the Reporting Party where required or authorized by law. This includes, but is not limited to, circumstances involving minors, Vulnerable Persons, situations where there are significant safety concerns to the College Community or public, or situations where there are legal reporting obligations.

- a. In circumstances where the College initiates a response process without a Formal Allegation, the College will follow the applicable procedures outlined in this section

and will make reasonable efforts to inform the affected individuals of the process, available supports, and their rights and responsibilities.

- 6.8 This procedure does not prevent an individual from pursuing other available avenues, including processes under an applicable collective agreement, filing a complaint with a tribunal, or initiating legal proceedings.

7.00 TIMELINES

- 7.1 The College recognizes that individuals who have experienced Sexual Violence may require time before they are ready to make a Disclosure or submit a Formal Allegation. There is no time limit for making a Disclosure or submitting a Formal Allegation to the College, and a delay in doing so will not, on its own, prevent the College from responding to the matter.
- a. Where there has been a significant passage of time since the alleged Sexual Violence occurred, the College's ability to respond may be affected by factors such as the availability of evidence, the availability of witnesses, and the ability of individuals involved to recall information. In some cases, these factors may limit the College's ability to substantiate the allegation or take further action. The inability to substantiate an allegation does not mean that Sexual Violence did not occur.
 - b. Although there is no time limit for making a Disclosure or submitting a Formal Allegation to the College, individuals should be aware that other response options they may choose to pursue, including reporting to the RCMP or pursuing processes under an applicable collective agreement, may have specific timelines or requirements.
- 7.2 The College will make reasonable efforts to respond to Disclosures and Formal Allegations in a timely manner. Timelines may vary depending on the complexity of the matter, the nature of the response required, the availability of individuals involved, and other relevant circumstances.
- a. The College will make reasonable efforts to communicate any significant delays in the process to the individuals involved in the investigation, explain the reason for the delay where appropriate, and provide information about next steps.

8.00 INVESTIGATION OF ALLEGED SEXUAL VIOLENCE

- 8.1 Investigations of Formal Allegations of Sexual Violence will be conducted in accordance with the College's internal investigation guidelines and this procedure.
- a. Investigations may be conducted by a qualified internal investigator or, where appropriate, by an external investigator appointed by the College, including in situations involving conflicts of interest, complex matters, or other circumstances where an external investigator is deemed appropriate.
- 8.2 Investigations will be conducted in a timely, Trauma-Informed, transparent, and impartial manner, in accordance with the principles of Procedural Fairness.
- a. This includes providing the Reporting Party and the Respondent with an opportunity to present relevant information, identify witnesses, and respond to evidence considered by the investigator before findings are made.
- 8.3 The Reporting Party and Respondent will be informed of their rights and responsibilities, the investigation process, available supports, services, resources, accommodations, and

any applicable interim measures. (see *Appendix A: Post-Incident Guidelines for Individuals Who Have Experienced Sexual Violence* (Reporting Party) and *Appendix C: Post-Incident Guidelines for Respondents in a Sexual Violence Response Process* (Respondent)).

- 8.4 The Reporting Party and the Respondent may be accompanied by one Support Person of their choosing during meetings related to the Formal Allegation, including investigation meetings.
- a. Where a party intends to have legal counsel present as their Support Person, a minimum of seven business days notice should be provided where possible. Where sufficient notice cannot be provided, the meeting may be delayed.
- 8.5 An investigation of a Formal Allegation may include one or more of the following activities:
- a. interviews with the Reporting Party or the individual who experienced Sexual Violence
 - b. interviews with the Respondent
 - c. interviews with witnesses and/or other individuals who may have relevant information
 - d. collection and review of relevant evidence
 - e. consultation with other College departments (e.g. Campus Security), the RCMP, community-based victim services programs, or other experts as required
 - f. findings of fact made using the Balance of Probabilities standard.
- 8.6 Participation in an investigation is voluntary; however, where a party declines to participate or declines to answer questions, the investigator may proceed based on the information available and make findings of fact using the Balance of Probabilities standard.

9.00 INVESTIGATION FINDINGS AND DECISIONS

- 9.1 Upon completion of the investigation, the investigator will prepare a written investigation report that summarizes the information gathered, sets out findings of fact, and determines whether the Formal Allegation has been substantiated using the Balance of Probabilities standard.
- 9.2 The appropriate director, or their delegate, will review the investigation report and determine the appropriate response, taking into consideration the findings, applicable legislation, collective agreements, contracts, College policies, and any relevant mitigating factors.
- 9.3 Where a Formal Allegation is substantiated, the appropriate director, or their delegate, will determine the appropriate corrective or disciplinary measures, except where approval is required under applicable legislation or College policy.
- 9.4 Where the appropriate director determines that the suspension of a Student, termination of employment, or another outcome requiring approval from the President and Chief Executive Officer (CEO) is appropriate, the director will provide the President and CEO with the investigation report, a written recommendation, and the rationale supporting the recommended outcome.

- a. The President and CEO will review the investigation report and recommendation and determine whether to impose the proposed sanction in accordance with applicable legislation and College policy.
- b. Where the President and CEO determines that the proposed sanction is not appropriate, the matter may be referred back to the appropriate director, or their delegate, for further consideration or an alternative outcome.

10.00 CONSEQUENCES AND OUTCOMES

- 10.1 Where a Formal Allegation of Sexual Violence is substantiated following an investigation conducted in accordance with this procedure and the principles of Procedural Fairness, the Respondent may be subject to corrective or disciplinary action in accordance with applicable legislation, collective agreements, contracts, and College policies.
- 10.2 Depending on the Respondent's relationship with the College and the circumstances of the matter, consequences may include:
 - a. disciplinary measures, up to and including academic suspension or termination of employment
 - b. termination of a contract, appointment, or other relationship with the College
 - c. restrictions on access to College property, programs, services, or activities
 - d. other appropriate corrective measures.
- 10.3 The College will retain records relating to the matter in accordance with applicable legislation, and College policies.

11.00 APPEALS OF CONSEQUENCES AND OUTCOMES

- 11.1 Employees may grieve decisions in accordance with applicable collective agreements.
- 11.2 Students may appeal disciplinary measures, including suspension, in accordance with the [College and Institute Act](#) and the applicable College policies:
 - a. [ADM-009, Student Non-Academic Conduct Policy](#)
 - b. [ADM-021, Student Appeal of Suspension to Board of Governors Policy](#)

12.00 RECORD RETENTION

- 12.1 Records related to Disclosures, Formal Allegations, investigations, interim or disciplinary measures, outcomes, and related correspondence involving Students will be maintained by the Director of Student Health Services.
- 12.2 Records related to Disclosures, Formal Allegations, investigations, interim or disciplinary measures, outcomes, and related correspondence involving Employees, contractors, volunteers, visitors, or other non-student parties will be maintained by the Director of Human Resources.
- 12.3 Records related to Disclosures, Formal Allegations, investigations, interim or disciplinary measures, outcomes, and related correspondence involving Employees and Students will be maintained by the director overseeing the College's response as per sections 4.3 and 6.2 of this procedure.
- 12.4 All records will be retained, stored, and disposed of in accordance with applicable legislation and [ADM-011, Records Management Policy](#).

- 12.5 Access to records will be restricted to authorized personnel with a legitimate need to know and will be managed in a manner that protects confidentiality and privacy.

13.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 13.1 [ADM-003, Freedom of Information and Protection of Privacy Policy](#)
 13.2 [ADM-009, Student Non-Academic Conduct Policy](#)
 13.3 [ADM-011, Records Management Policy](#)
 13.4 [ADM-021, Student Appeal of Suspension to Board of Governors Policy](#)
 13.5 [ADM-007, Sexual Violence Prevention and Response Policy](#)
 13.6 [EDU-015, Student Complaints Referral Policy](#)
 13.7 [HMR-001, Employee Code of Conduct Policy](#)
 13.8 [HMR-003, Bullying, Harassment, and Discrimination Policy](#)
 13.9 [HMR-003P, Bullying, Harassment, and Discrimination Procedure](#)

14.00 OTHER SUPPORTING DOCUMENTS

- 14.1 [BC Adult Guardianship Act](#)
 14.2 [BC Child, Family and Community Service Act](#)
 14.3 [BC College and Institute Act](#)
 14.4 BC [Freedom of Information and Protection of Privacy Act, RSBC 1996, c165](#)
 14.5 BC [Human Rights Code, RSBC 1996, c210](#)
 14.6 [BC Intimate Images Protection Act](#)
 14.7 BC [Sexual Violence and Misconduct Policy Act, SBC 2016, c23](#)
 14.8 BC [Workers Compensation Act, RSBC 1996, C492](#)
 14.9 [CMTN General Appeal Form](#)
 14.10 CMTN Investigation Guideline
 14.11 [Criminal Code of Canada](#)
 14.12 [Sexual Violence Anonymous Incident Disclosure](#)
 14.13 [Student Appeal of Suspension to the Board Form](#)

15.00 HISTORY

Created/Revised/ Reviewed	Approval Date	Author's Role	Approved By
Created	June 6, 2021	Dean of Student Success	President's Council
Revised	September 4, 2026	Director, Student Health Services and Director, Human Resources & Payroll	Policy Review Committee

APPENDIX A: Post-Incident Guidelines for Individuals Who Have Experienced Sexual Violence

If you have experienced Sexual Violence, your safety and wellbeing are our priority. You are not alone, and support is available.

Sharing your experience can feel difficult. You may worry about:

- not being believed
- retaliation
- getting into trouble if alcohol or drugs were involved.

Please remember, sexual violence is never your fault.

Everyone's experience is different. You do not need to decide right away whether you want to report what happened. Support is available whether or not you choose to make a report.

If You Need Immediate Help

If you are in immediate danger:

- call **911**
- move to a safe place if you are able
- call Campus Security at 250-615-9894.

Medical Care

If you require medical attention, go to your nearest hospital emergency department. Medical care may include treatment for injuries, emergency contraception, and/or testing for sexually transmitted infections.

If you are considering, or may later consider, reporting the incident to RCMP, you may choose to request a forensic medical examination. A forensic medical examination is optional and will only be completed with your consent. It allows evidence to be collected and preserved while you consider your options. You do not need to decide whether to report to RCMP before requesting an examination.

If you think you may want a forensic medical examination, try to avoid showering, bathing, brushing your teeth, changing clothes, eating, drinking, smoking, or cleaning the area where the assault occurred before receiving medical care. If you have already done any of these things, you can still seek medical attention and support.

Emotional Support

24-hour support is available through:

- **Emergency Sexual Assault Services Crisis Line:** 250-876-8686
- **VictimLink BC:** 1-800-563-0808
- **BC Crisis Centre Helpline:** 1-800-784-2433
- **KUU-US Crisis Response** (for Indigenous people in BC): 1-800-588-8717
- **Here2Talk** (for BC post-secondary students): 1-877-857-3397

On-Campus Support

If you would like to make a Disclosure, Formal Allegation, or get support from the College, you can contact:

Students:

Student Health Services

Room 1001a, Health & Wellness Centre, Waap Amgam (House of Cedar)

250-635-6511 ext. 5449

studenthealthandwellness@coastmountaincollege.ca

Employees:

Human Resources

Waap Sginiis (House of Jackpine)

personnel@coastmountaincollege.ca

With your consent, we can help you:

- create a safety plan or implement measures to reduce contact with another individual on campus
- connect with medical care, counselling, and community supports
- discuss and arrange academic, housing, or workplace accommodations to support your safety and wellbeing, which may include assignment extensions, exam deferrals, course withdrawals, changes to housing arrangements, workplace adjustments, or other individualized supports
- understand your reporting options
- navigate College and community resources.

Reporting Options

You decide whether, when, and how you wish to report your experience. Your options include the following.

- **Making a Disclosure:** Share your experience with the College without requesting a formal investigation. This can be done anonymously (see [Sexual Violence Anonymous Incident Disclosure](#)).
- **Submitting a Formal Allegation:** Request that the College initiate a formal response process (see [Formal Sexual Violence Complaint](#)).
- **Reporting to the RCMP:** Contact if you wish to pursue a criminal investigation.
- Pursuing other available options or processes that may apply to your circumstances.

You may choose one, more than one, or none of these options.

If you wish to report to RCMP, you can contact your local detachment:

- Terrace: 250-638-7400
- Smithers: 250-847-3233
- Hazelton: 250-842-5244
- Kitimat: 250-632-7111
- Prince Rupert: 250-624-2136
- Masset: 250-626-3991

Privacy and Confidentiality

The College will make every reasonable effort to protect your privacy and confidentiality.

If you disclose sexual violence to a College employee, they will share the information only with the Director of Student Health Services or the Director of Human Resources, as appropriate, so the College can coordinate supports and respond appropriately.

In most situations, it is your choice whether to report the incident to the RCMP; however, there are limited circumstances where the College may be required by law to notify an external authority or take other action. We will make every reasonable effort to explain these circumstances to you, prior to making the report, and support you throughout the process.

Our goal is to support you, respect your choices, and help you make informed decisions while keeping you safe.

APPENDIX B: Post-Incident Guidelines for Individuals Who Receive a Disclosure of Sexual Violence

If someone shares with you that they have experienced sexual violence, they have likely chosen to speak with you because they feel safe and trust you. Your role is to listen, provide support, and help connect them with appropriate resources. You are not expected to investigate, determine what happened, or manage the response; the College has processes in place to respond appropriately and determine next steps. If you do not feel able to respond to the Disclosure, you should help connect the individual with someone who can provide support.

How to Respond

Listen without judgement.

- Allow the individual to share information at their own pace and in the way that feels comfortable for them.
- Acknowledge their experience and thank them for trusting you.

Offer support and options.

- Let the individual know that support is available and that they do not have to make decisions immediately.
- Help the individual identify available supports, services, resources, and accommodations (see *Appendix A: Post-Incident Guidelines for Individuals Who Have Experienced Sexual Violence*).
- Respect the individual's choices regarding what information they share and what options they choose to pursue.

Maintain privacy and confidentiality.

- Do not share information with others unless necessary to fulfill responsibilities under the Sexual Violence Prevention and Response Policy and Procedure, support the individual, address safety concerns, or comply with legal obligations.
- Do not promise absolute confidentiality, as information may need to be shared in certain circumstances to ensure appropriate support, respond to safety concerns, or meet legal requirements.

What to Avoid

- Asking unnecessary or detailed questions about what happened.
- Asking questions or making comments that may suggest blame, judgement, or disbelief.
- Making assumptions about the individual's experience, choices, emotions, or actions.
- Attempting to investigate, gather evidence, or verify the incident.
- Pressuring the individual to make a Disclosure, submit a Formal Allegation, report to RCMP, or take any other action.

Who to Notify Internally

College Employees who receive a Disclosure of Sexual Violence are required to report the Disclosure to the appropriate College official in accordance with the Sexual Violence Prevention and Response Policy and Procedure:

Where the Disclosure involves a Student:

- Director of Student Health Services

Where the Disclosure involves an Employee or other non-Student member of the College Community:

- Director of Human Resources.

These directors are responsible for coordinating the College's response, ensuring appropriate supports, services, and accommodations are offered, determining whether any legal reporting obligations apply, and ensuring compliance with applicable legislation and College policy.

Self-Care for the Responder

Hearing about someone's experience of sexual violence can be emotionally difficult. Some people may experience feelings of stress, sadness, anger, helplessness, or other emotional reactions after receiving a Disclosure. It is important to recognize your own needs and seek support when needed.

Available resources include:

- **BC Crisis Centre Helpline:** 1-800-784-2433
- **KUU-US Crisis Response** (for Indigenous Peoples in BC): 1-800-588-8717
- **Here2Talk** (for BC Post-Secondary Students): 1-877-857-3397
- **Employee and Family Assistance Program** (for employees only): 1-800-667-0993

Remember, you are not expected to manage the situation alone or determine what steps should be taken. Your role is to listen, provide support, and help connect the individual with appropriate resources. Your response can have a significant impact on the individual's sense of safety, wellbeing, and willingness to seek further support.

APPENDIX C: Post-Incident Guidelines for Respondents in a Sexual Violence Response Process

If you have been accused of sexual violence, you may be experiencing a range of emotions and concerns. The College recognizes that being involved in a sexual violence process can be stressful and challenging for everyone involved. The College is committed to ensuring that all individuals are treated with dignity and respect and that any response to an allegation is fair, impartial, and consistent with the principles of Procedural Fairness.

Participation in an investigation is voluntary; however, where a party declines to participate or declines to answer questions, the investigator may proceed based on the information available and make findings of fact using the Balance of Probabilities standard.

Your Rights

You have the right to:

- receive reasonable notice of the allegations and sufficient information to allow you to provide a meaningful response
- respond fully to the allegations and provide information relevant to the process
- choose whether or not to participate in the investigation
 - If you choose not to participate, the investigation will still proceed and findings will be made based on the information available to the investigator.
- be treated with dignity, respect, and fairness throughout the process
- have a support person, representative, or advisor participate in the process (if you intend to have legal counsel present, you must provide a minimum of seven business days notice; if this notice cannot be provided, the meeting may be delayed)
- be informed of the process, available supports, and any applicable interim measures
- access supports and services, including counselling and academic or workplace accommodations where appropriate
- appeal or grieve decisions under applicable College policies and procedures ([ADM-009, Student Non-Academic Conduct Policy](#); [ADM-021, Student Appeal of Suspension to Board of Governors Policy](#)) or applicable collective agreements.

Your Responsibilities

During the process, you are expected to:

- if you choose to participate in the investigation, cooperate in good faith with the College's investigative process and any resolution procedure
- avoid behaviour that could interfere with the process, including retaliation, threats, intimidation, or attempts to influence individuals involved in the matter
- respect the privacy of individuals involved and maintain confidentiality by sharing information only with those who need the information for support or participation in the process
- seek support if needed. Accessing support does not imply responsibility or guilt; it is intended to help you navigate the process and maintain your wellbeing. Supports that are available to you include:
 - Director of Student Health Services (for Students)
 - Director of Human Resources or Union Representatives (for Employees)
 - **BC Crisis Centre Helpline:** 1-800-784-2433
 - **KUU-US Crisis Response** (for Indigenous Peoples in BC): 1-800-588-8717
 - **Here2Talk** (for BC Post-Secondary Students): 1-877-857-3397

- **Employee and Family Assistance Program** (for employees only): 1-800-667-0993

Interim Measures

Depending on the circumstances, the College may implement temporary measures while a matter is being reviewed. Interim measures may include:

- changes to class schedules, work assignments, or housing arrangements
- measures to support safety, wellbeing, and participation for individuals involved and the broader College Community.

Interim measures are not disciplinary and do not represent a finding that sexual violence occurred. They are intended to support safety, fairness, and the effective administration of the process.