

Harassment and Anti-Racism Policy

This policy establishes a framework to ensure a learning and working environment that is safe, respectful, inclusive, and free from harassment, discrimination, and racism. This policy applies to all students, whether domestic or international.

The institution maintains zero tolerance for harassment, discrimination, and racism in any form. All individuals have the right to:

- Be treated with dignity and respect
- Access education and services without discrimination
- Raise concerns without fear of retaliation

Any violation of this policy may result in corrective or disciplinary action, up to and including dismissal or termination.

Harassment is defined as unwelcome conduct that demeans, humiliates, or embarrasses a person, and that a reasonable person would know is unwelcome. This includes:

- Verbal, physical, visual, or psychological behaviour
- Sexual harassment
- Bullying
- Cyber harassment

Discrimination refers to unjust or prejudicial treatment based on protected grounds under applicable human rights legislation, including but not limited to:

- Race, ancestry, or place of origin
- Religion
- Gender identity or expression
- Marital status
- Disability
- Age
- Sexual orientation

Racism includes individual, systemic, or institutional actions or practices that create or reinforce unequal outcomes based on race or ethnicity. This includes:

- Racial slurs or stereotypes
- Microaggressions
- Exclusionary practices
- Policies or behaviours that disadvantage racialized groups

Systemic racism refers to patterns embedded within policies or practices that result in unequal treatment or outcomes for racialized individuals.

Prohibited conduct under this policy includes, but is not limited to:

- Offensive jokes, slurs, or derogatory comments
- Display or distribution of discriminatory materials
- Intimidation, threats, or coercion
- Unwanted physical contact
- Retaliation against individuals who report concerns or participate in an investigation
- Denial of opportunities or services based on protected characteristics

The institution is responsible for maintaining clear and accessible reporting and investigation procedures, ensuring confidentiality and procedural fairness, providing training and awareness programs, and maintaining records of complaints and their resolution. Staff and faculty are expected to model respectful behaviour, take reasonable steps to intervene or report incidents when observed, and support individuals affected by harassment or discrimination. Students are expected to treat others with respect, refrain from prohibited conduct, and report incidents in good faith.

Complaints may be submitted through the following channel:

- Email to the designated institutional contact

Complaints should be directed to:

Dr. Unnati Hunjan

Vice President, Academics and Operations

Email: unnati@kootenaycolumbiacollege.com

In the absence of the Vice President, complaints may be directed to:

Aziz Dhillon

Operations Coordinator

Email: a.dhillon@kootenaycolumbiacollege.com

Reports should include, where possible:

- A description of the incident
- Relevant dates, times, and locations
- Names of individuals involved
- Any supporting evidence

Anonymous complaints will be reviewed; however, the ability to investigate may be limited if insufficient information is provided.

Upon receiving a complaint, the institution will provide an initial acknowledgement and response within twelve business days. During this period, the complainant may be contacted to provide additional information or clarification to support the review process. A preliminary assessment will be conducted to determine whether the complaint falls within the scope of this policy.

Where a complaint proceeds to investigation, the institution will undertake a fair and impartial review. The investigation process may include interviews with the complainant, respondent, and any relevant witnesses, along with a review of documentation or other evidence. The institution aims to complete investigations within thirty business days from the start of the formal investigation phase, although this timeline may vary depending on the complexity of the matter.

Following the investigation, findings will be determined based on a balance of probabilities. Both the complainant and respondent will be informed in writing of the outcome and any resulting actions within ten business days of the conclusion of the investigation.

Where necessary, interim measures may be implemented to protect individuals and maintain a safe environment during an investigation. These may include:

- Schedule adjustments
- No-contact directives
- Temporary suspension in serious circumstances

Corrective actions will depend on the severity and nature of the conduct and may include:

- Verbal or written warnings
- Mandatory training
- Suspension
- Expulsion
- Termination of employment or contract
- Referral to external authorities where appropriate

Retaliation against any individual who raises a concern, files a complaint, or participates in an investigation is strictly prohibited. Any such behaviour will be treated as a violation of this policy and may result in disciplinary action.

All complaints will be handled with discretion and confidentiality. Information will be shared only on a need-to-know basis, subject to legal and regulatory obligations.

The institution recognizes the diverse cultural backgrounds of its student population, including international students, and seeks to foster an environment of cultural safety, inclusion, and mutual respect. This includes acknowledging and addressing barriers that may arise from language, cultural norms, or prior experiences with authority or discrimination. Reasonable steps will be taken to ensure that all students feel safe to report concerns and access support without fear or disadvantage.

Records of all complaints and investigations will be securely maintained and retained in accordance with applicable requirements. These records may be subject to review where required.