



Vancouver Academy of Dramatic Arts

2798

Name of Institution

Institution Number

Sexual Misconduct Policy**6th March, 2022****1st March, 2022**

Name of Policy

Effective Date

Revision Date

1. Vancouver Academy of Dramatic Arts is committed to the prevention of and appropriate response to sexual misconduct.
2. Sexual misconduct refers to a spectrum of non-consensual sexual contact and behaviour 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 **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.
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** about sexual misconduct involving a student is as follows:
 - Student who is willing to make a complaint and disclose the sexual misconduct can reach out to the Campus Manager, Zeynep Cihan at her office or book an appointment at campusmgmt@vadastudios.com .
 - On her absence student can also reach out to the Registrar, Marina Jacques at her office or book an appointment at info@vadastudios.com



6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
 - The Campus Manager or the Registrar who received the complaint will give the response within 1-2 business days, providing a plan how to move forward.
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
 - If no solution is reached in these discussions, state your complaint in writing as a Report. The Campus Manager, Zeynep Cihan and/or the Registrar, Marina Jacques will provide you with the Chit Form, and will guide the student to report in writing.
 - The Campus Manager/ the Registrar will then issue a request for all parties involved to submit a written account of the incident in dispute. Include in this account the names of any and all witnesses.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
 - The Campus Manager/the Registrar will then conduct an investigation by setting up individual meetings with all parties involved (including witnesses). The meetings will take place within 24 hours of receiving all written accounts
 - If no resolution is forthcoming from these meetings, VADA will hire an outside mediator/arbitrator to aid in resolution. All attempts will be made to resolve the situation within a reasonable amount of time- and proper action will be taken to discipline any unacceptable behaviour- following the Student Dismissal Policy and Procedure
9. In all instances the institution will:
 - 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.
10. 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.
11. 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.
12. 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.privatetraininginstitutions.gov.bc.ca.