

Sexual Misconduct Policy

Victoria Flying Club

In accordance with *Private Training Regulation s.48.1*, the Victoria Flying Club (VFC) has now implemented the following Sexual Misconduct Policy for students undertaking flight training with the VFC effective September 1st, 2021.

1. The VFC 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 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 or a Report of sexual misconduct involving a student is as follows:
 - Contacting the VFC's Senior Educational Administrator (the Chief Flying Instructor), either verbally or in writing, to submit the Complaint or Report; or as an alternative
 - Contacting the VFC's General Manager, either verbally or in writing, to submit the Complaint or Report.
6. The process for responding to a Complaint or a Report of sexual misconduct of sexual misconduct involving a student is as follows:

- The VFC authority who received the Complaint or Report shall acknowledge receipt from the person who submitted it without delay and will take immediate steps to ensure the safety of the complainant if required.
 - The VFC will speak privately with the complainant and any witness so as to assess the seriousness of the incident and the measures that would follow.
 - The VFC authority will advise the complainant of the planned measures for their inputs prior to making any final adjustments and implementing any such measures.
7. 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.
 8. 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.
 9. 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.