

Dunsmuir College is committed to ensuring a discrimination and harassment-free environment.

Every Student has the right to feel safe at school. While on **Dunsmuir College** premises or in the course of activities or events hosted by

Dunsmuir College, the following activities are strictly prohibited:

1. Any and all behavior that contravenes Canadian law.
2. Engaging in a course of vexatious conduct, harassment or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the BC *Human Rights Code*. Currently, “the grounds of discrimination” prohibited by the Human Rights Code are age, race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex (including gender identity and gender transitioning), sexual orientation, and, in the case of employment, unrelated criminal convictions.
3. “Harassment” – Any behavior that satisfies one or more of the following definitions of harassment:
 - a) **Harassment based on a prohibited ground of discrimination. Behavior directed towards another person or persons that:**
 - I. Is abusive or demeaning; and
 - II. Includes a direct or indirect reference to a prohibited ground of discrimination under British Columbia's Human Rights Code; and
 - III. Would be viewed by a reasonable person experiencing the behavior as an interference with her/his participation in a school-related activity.
 - b) **Sexual harassment (any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual). Behavior of a sexual nature by a person:**
 - I. Who knows or ought reasonably to know that the behavior is unwanted or unwelcome; and
 - II. Which interferes with another person's participation in a school-related activity; or
 - III. Leads to or implies job - or academically - related consequences for the person harassed.
 - c) **Personal harassment (any conduct whether verbal or physical that is discriminating in nature, based upon another person’s race, color, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation). Behavior directed towards a specific person or persons that:**
 - I. Serves no legitimate purpose; and
 - II. Would be considered by a reasonable person to create an intimidating, humiliating, or hostile work or learning environment.

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| 4. Any form of intimidation and/or bullying, whether it is in person or through technology, like email or cell phones; including threats of any type (physical, emotional, verbal or sexual, including bullying, cyberbullying, physical violence, or retribution against a person who has reported an incident). |
| 5. Possession or under the influence of alcohol or illegal drugs or give them to anyone else. |
| 6. Possession of a weapon, including firearms. |

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

1. The Finance and Accounting Manager, Irwin Selvadhas is responsible for investigating and making determinations when any prohibited activity occurs. If the Finance and Accounting Manager, Irwin Selvadhas is absent or is named in a complaint, **Dunsmuir College** Management is responsible for investigating and making determinations.
2. The Finance and Accounting Manager, Irwin Selvadhas and **Dunsmuir College** Management will conduct a thorough investigation – requesting submissions from all involved parties and witnesses – and set up a meeting with the student filing the complaint within 24 hours.
3. A determination, including the reasons for the decision, will be provided by the Finance and Accounting Manager, Irwin Selvadhas or Management to all parties within 48 hours.
4. If the Student is not satisfied with the decision made by the Finance and Accounting Manager, Irwin Selvadhas or **Dunsmuir College** Management, then the student has the option to provide a written appeal to the Managing Director, Kalai Ponniah at kalai.ponniah@gastownbusinesscollege.com.
5. The Managing Director will review the decision made by the Finance and Accounting Manager, Irwin Selvadhas or **Dunsmuir College** Management – including meeting with all parties involved and reviewing all submissions received – and provide written reasons for his determination to all parties involved in the dispute within 5 days of the date on which the appeal was made. In conclusion, the Institution’s Dispute Resolution Process will be considered exhausted.
6. If the Student is dissatisfied with the determination, he or she may file a complaint with the Private Career Training Institutions Branch (www.privatetraininginstitutionsbranch.bc.ca).
7. At any point, the student(s) may seek representation by an agent or a lawyer. There are limits to the policy of confidentiality between each **Dunsmuir College** Student, and the staff of Dunsmuir College. Information related to personal issues and concerns remain confidential and are not disclosed to any outside parties without the written permission of the student, with the following exceptions:
 - a) Information, which leads Instructors, the Finance and Accounting Manager, Irwin Selvadhas, Managing Director, Kalai Ponniah or any GBC staff member to be concerned for the physical safety of either students or staff.
 - b) Information as required by an authorized government authority.