

Respectful and Fair Treatment of Students Policy

Dunsmuir College		
Name of Institution		Institution Number
Respectful and Fair Treatment of Student Policy		
Name of Policy	Effective Date	Revision Date

Purpose

The purpose of this policy is to promote a safe, respectful, and inclusive learning environment by ensuring the fair and equitable treatment of all students at Dunsmuir College, in alignment with principles transparency, respect, and fair treatment of all students.

Commitment

Dunsmuir College is committed to fostering a learning environment where all students are treated with dignity and respect, free from discrimination, harassment, bullying, and any other form of unfair treatment.

Prohibited Activities

The following conduct is prohibited while on institution premises or during institution-sponsored activities:

- a) Bullying
- b) Harassment
- c) Discrimination
- d) Violence or threats of violence
- e) Retaliation
- f) Other unacceptable conduct undermining the dignity of any student

Reporting and Addressing Prohibited Activities

Step 1: Reporting

- a) Students should report incidents to the designated officer: the Finance and Administration Manager
- b) Reports can be submitted in writing via email to the Finance and Administration Manager, Irwin Selvadhas at Irwin.selvadhas@gastownbusinesscollege.com

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Step 2: Initial Assessment

- a) The designated officer in this case the Finance and Administration Manager, Irwin Selvadhas at Irwin.selvadhas@gastownbusinesscollege.com or someone he or she appoints will acknowledge receipt within 2 business days.
- b) A preliminary confidential assessment will occur within 5 business days to determine next steps.

Step 3: Investigation

- a) If investigation is warranted, an impartial investigator with no conflicts of interest will be appointed by the Finance and Administration Manager, Irwin Selvadhas at Irwin.selvadhas@gastownbusinesscollege.com. Where the Finance and Administration Manager, Irwin Selvadhas at Irwin.selvadhas@gastownbusinesscollege.com is involved in the incident such that impartiality is obscured than the Managing Director Kalai Ponniah at kalai.ponniah@gastownbusinesscollege.com will assume all responsibilities. No person with any conflict of interest shall be party to the investigation.
- b) The investigation will be completed within 20 business days from the start date, with extensions allowed if justified (and communicated to the involved parties).
- c) Both complainant and respondent will have a fair opportunity to provide information.
- d) Confidentiality will be strictly maintained and guarantees of non-retaliation will be enforced.

Step 4: Resolution

- a) The Finance and Administration Manager, Irwin Selvadhas at Irwin.selvadhas@gastownbusinesscollege.com her appointee or the Managing Director, Kalai Ponniah will determine and apply appropriate corrective actions or sanctions based on investigation findings.

- b) Both parties will receive written notification of the outcome within 5 business days of the decision.

Step 5: Appeal and Further Recourse

Right to Appeal

- a. If the student is dissatisfied with the outcome of the investigation and resolution process described above, they have the right to appeal the decision.

Right to Appeal--continued

- b. Appeals must be submitted in writing to an appropriate college officer as outline above who was not involved in the original investigation or decision, within 10 business days of receiving the outcome notification.
- c. The appointed college officer will review the appeal and issue a final and binding decision within 15 business days.

Right to Complain to PTIRU

- a. If the student remains dissatisfied after exhausting the institution's dispute resolution and appeal processes, or if they believe the institution misled them about any significant aspect of their program, they may file a complaint with the Private Training Institutions Regulatory Unit (PTIRU).
- b. Complaints to PTIRU must be made within one year of the date the student completes, is dismissed from, or withdraws from the program.
- c. PTIRU's complaint process is independent of the institution and can be accessed at: www.privatetraininginstitutions.gov.bc.ca.

Protection from Retaliation

Students who exercise their right to appeal or to complain to PTIRU will be protected from retaliation by the institution.

No Retaliation

Retaliation against anyone reporting a concern or participating in the process is strictly prohibited and will result in disciplinary action.

