

## Sonu Beauty College

1. Sonu Beauty College 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 behavior 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
  - 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**.

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5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
  - A complaint may be made verbally or in writing and is to be submitted to the director. If the director is absent or named in the complaint, complaint must be directed to the senior education administrator.
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:
  - The institution will acknowledge the receipt of the complaint within 7 business days. 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**
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
  - Report must be submitted in writing to the director at Sonu Beauty College.
  - In the event that the director is not available reports will be submitted to senior education administrator at Sonu Beauty College.
  - Report should set out the relevant details including dates, times, locations, copies of emails and relevant documents, texts and social media communications with regards to alleged sexual misconduct.
  - Report should include a list of any potential witnesses along with the description of the witnesses are expected to provide.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
  - The member of Sonu Beauty College who has experienced sexual misconduct, can contact to the Senior education administrator and they will be providing the resources and support, If victim /or survivor wants immediate assistance and we are unable to reach out or our office is closed, can contact to the following resources:
    - Stopping the violence counselling program  
Surrey/ white Rock  
<https://endingviolence.org/need-help/services/>
    - VictimLinkBC:  
VictimLinkBC is a toll-free, confidential, multilingual telephone service available across B.C. 24 hours a day, 7 day a week.  
1-800-563-0808

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<http://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/VictimLinkBC>

- Vancouver Rape Relief & Women's Shelter  
604-872-8212 (24 hour crisis line)  
<http://www.rapereliefshelter.bc.ca/>
- Women against violence against Women (WAVAW) Rape crisis centre:  
WAVAW provides immediate emotional support 24 hours a day, 7 day a week through their 24 hour crisis line.  
604-255-6344 (24 hour hospital accompaniment)
- Surrey Women's Centre  
604-589-1868

IN CASE OF IMMEDIATE SAFETY PLEASE CALL 9-1-1

- Upon receipt of **Report**, the institution will conduct an initial review to determine if the sonu beauty college has the jurisdiction to investigate. The review will occur within 5 business days of receiving a report unless exceptional circumstances exist that prevent the institution to from meeting this timeline.
- If the institution determines that the sonu beauty college has the jurisdiction to investigate, the individual directly subjected to the alleged sexual misconduct will be referred to as the complainant in any subsequent process, and the individual against whom the allegations have been made will be referred to as the respondent.
- Investigation Procedures include:
  - Collecting and reviewing documents that may contain relevant information.
  - Interviewing individuals, including witnesses, who may have relevant information.
  - Conducting additional interviews with the victim/survivor or the alleged perpetrator.
  - Consulting with other institution departments, police, and community based victim services programs, or other experts as required.
- Investigations (including the preparation of a written report of the Investigation Findings) will be completed within 60 calendar days. If during the course of the Investigation the Investigator believes that this timeline cannot be met, the Investigator will contact the involved parties and the reasons for delay will be provided.

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- When dealing with the reports and investigations, Sonu Beauty College will seek to achieve procedural fairness.
  - Upon completion of the investigation, all parties involved will be provided with written copies of any findings.
9. Any member of the Sonu Beauty College Community who Discloses Sexual Misconduct can access support services, including academic accommodations (may include class or exam rescheduling, extending assignment deadlines, providing tutoring and academic support, etc.). In order to access these services, a Report does not have to be made, and the Sexual Violence Misconduct does not need to be proven.
- Sonu Beauty College is prepared to implement processes by which the Sonu Beauty College may remove an alleged perpetrator from classes while ensuring procedural fairness and any other applicable laws are respected. These apply even in circumstances where the victim/survivor chooses not to file a report to the police
10. 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.
11. 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.
12. 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.
13. 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.

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- 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.