



Sexual Misconduct Policy

Policy:

1. Gibson's Barbershop and School 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 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:
 - 1) All student complaints and communication must be made in writing. The student making the complaint may be represented by an agent or a lawyer.
 - 2) The Director of Education, gibsonsbarberschool@gmail.com, will arrange to meet with the student to discuss the concern and desired resolution as soon as possible but within five school days of receiving the student's written concern.
 - 3) Following the meeting with the student, the Director of Education will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those enquiries may involve further discussion(s) with the student either individually or with appropriate Gibson's Barber Shop and School personnel.

6. The process for making a report of sexual misconduct involving a student is as follows:
- 1) All student complaints and communication must be made in writing. The student making the complaint may be represented by an agent or a lawyer.
 - 2) The Director of Education gibsonsbarberschool@gmail.com, will arrange to meet with the student to discuss the concern and desired resolution by creating a report of the incident as soon as possible but within five school days of receiving the student's written concern.
 - 3) Following the meeting with the student, the Director of Education will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those enquiries may involve further discussion(s) with the student either individually or with appropriate Gibson's Barber Shop and School personnel.
7. The process for responding to a Report of sexual misconduct involving a student is as follows:
- 1) The necessary enquiries and/or investigations shall be completed, and a response provided in writing to all involved as soon as possible but no later than 30 days after the date on which the report was created/provided.
 - i) In the event that the student's concerns are not substantiated, the Institution will provide a written explanation of the decision and deny the complaint; or
 - ii) In the event that the student's concerns are substantiated in whole or in part, the Institution will propose a resolution.
 - 2) The response must specify that the student will have five school days to appeal the decision. A copy of the decision and all supporting materials shall be given to the student, a copy will be placed in the Institution's Student Conduct File, and the original will be placed in the student file.

The entire resolution process must be completed within 30 days of receiving the complaint in writing. At this point the Institution's dispute resolution process will be considered exhausted.

8. 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.
9. 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.
10. 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.