



Sexual Misconduct Policy

<u>Okanagan Mountain Helicopters FTU Ltd. (OMH FTU)</u> Name of Institution	<u>3166</u> Institution Number	
<u>Sexual Misconduct Policy</u> Name of Policy	<u>December 1st, 2021</u> Effective Date	<u>Version 1.0</u> Revision Number

1. Okanagan Mountain Helicopters FTU Ltd. is committed to the prevention of any forms of sexual misconduct. OMH FTU is also committed to ensuring an appropriate response that respects the rights of any party involved in sexual misconduct.
2. Any reference to a “person” making a **Complaint** or **Report** can include students, staff, consultants, contractors or visitors of OMH FTU.
3. 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.
4. 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. Regardless of the type of complaint, the institution will have a written statement recorded to ensure that appropriate steps are taken and that the person making the complaint is protected from further sexual misconduct or pressure from making a **Complaint** or **Report**.
5. A person making a **Complaint** will be provided with resolution options and, if appropriate, accommodation, and will not be required or pressured to make a **Report**.
6. The process for making a **Complaint** about sexual misconduct involving a person is as follows:
 - The person may contact the Institution official they feel most comfortable reporting the complaint of sexual misconduct to, e.g. their flight instructor, the institution

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administrator or any other institution official that they feel will provide the discretion and empathy they deserve.

- A **Complaint** or **Report** may be made about a fellow student, an instructor, an Institution employee or contractor, an Institution official or any outside party that has access to students or staff members.
 - A **Complaint** or **Report** may be made in person verbally, or by delivering a prepared statement, by phone call, email or text.
7. The process for responding to a **Complaint** of sexual misconduct involving a person is as follows:
- The person will be advised that the Complaint will be reported to the highest-ranking Institution administrator not mentioned in the complaint, that a written statement will be recorded and that no actions will be taken without advising and informing the person making the Complaint.
 - The Institution official who received the Complaint will be assumed to be a trusted individual and will, with the permission of the person making the Complaint, assure the person at the time of the Complaint that appropriate steps as per this policy are taken and that the person will be contacted within three (3) business days to follow up for a request additional information needed and report actions taken.
8. The process for making a **Report** of sexual misconduct involving a person is as follows:
- The person will be advised that the Report will be delivered to the highest-ranking Institution administrator not mentioned in the complaint and that no actions will be taken without advising and informing the person making the Report.
 - The Institution official who received the Report will be assumed to be a trusted individual and will, with the permission of the person making the Report, assure the person at the time of the Report that appropriate steps as per this policy are taken and that the person will be contacted within three (3) business days to follow up for additional information needed and report actions taken, or advised.
 - A Report may require the support and guidance of officials outside of the Institution, including potentially Law Enforcement. The Institution official trusted by the person will provide whatever additional support is required by the person, and make all efforts to ensure respect and privacy are maintained throughout the process.
9. 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**.

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10. 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.
11. 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.