

Sexual Misconduct Policy

All Body Laser Corp.

All Body Laser is responsible for maintaining a respectful environment where its members can study, work, and live free from sexual misconduct and sexualized violence. This policy is to create available conditions on the prevention of sexual misconduct, and to provide a process to respond to and investigate allegations of sexual misconduct.

<u>All Body Laser Corp. Training Institute</u>		<u>3402</u>
Name of Institution		Institution Number
<u>Sexual Misconduct Policy</u>	<u>July 21,2008</u>	<u>Jan 19,2022</u>
Name of Policy	Effective Date	Revision Date

1. **All Body Laser Corp. Training Institute** 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, 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:

Complaint's procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. All Body Laser recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times, and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the company's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding
- that choosing to resolve the matter informally does not preclude the victim from pursuing a
- formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.

Throughout the complaint's procedure, a victim is entitled to be helped by a counsellor within the company. All Body Laser will nominate several counsellors and provide them with special training to enable them to assist victims of sexual harassment. All Body Laser recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. All Body Laser understands the need to support victims in making complaints.

6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:

The Director of Education may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately

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- decide whether or not the incident(s) of sexual harassment took place
 - produce a report detailing the investigations, findings and any recommendations
 - if the harassment took place, decide what the appropriate remedy for the victim is, in
 - consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
 - follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome
 - if it cannot determine that the harassment took place, he/she may still make
 - recommendations to ensure proper functioning of the workplace
 - keep a record of all actions taken
 - ensure that the all records concerning the matter are kept confidential
 - ensure that the process is done as quickly as possible and in any event within **10 days** of the complaint being made
7. The process for making a **Report** of sexual misconduct involving a student is as follows:
- Written statement and request for action including the name, title and contact information of the individual who receives the Report and an alternate contact in circumstances where the primary individual is absent.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
- All Body Laser Corp. will review the Report within 14 business days and confirm next steps in writing.
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.
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.

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- 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.