



Sexual Misconduct Policy

Role(s) Responsible for Enforcement: All Jura Institute Employees

POLICY

1. Jura 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.
5. The process for making a **Complaint** about sexual misconduct involving a student is as follows:
 - If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment or bullying by any employee of Jura Institute, you should report the incident immediately to your Senior Educational Administrator (SEA) (sea@jurainstitute.ca). Possible harassment by others with whom Jura Institute has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.
6. The process for responding to a **Complaint** of sexual misconduct involving a student is as follows:



- The College will acknowledge receipt of the complaint within 3 business days and immediately activate an investigation.
 - Jura Institute will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation.
 - Upon completion of the investigation, a formal report will be prepared by the Senior Educational Administrator including a recommended course of action.
7. The process for making a Report of sexual misconduct involving a student is as follows:
- The report will provide a summary of the claims made by the student as well as the findings as it relates to the claim following any interviews that have taken place. The Senior Educational Administrator will then provide an opinion as to whether they agree if the policy has been violated and recommend what action should be taken.
 - The report will be submitted to the Senior Educational Administrator (sea@jurainstitute.ca) no later than 7 days after the final interview during the investigation. In the absence of the SEA or if the complaint includes the SEA, the report will be submitted to the President, (president@jurainstitute.ca).
 - The President will review the report to determine if the recommendation course of action is appropriate or requires any revisions.
8. The process for responding to a **Report** of sexual misconduct involving a student is as follows:
- Once the report has been reviewed and a course of action has been determined, the President will provide a formal response within a reasonable timeframe confirming the next course of action 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



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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.



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