



Sexual Violence & Misconduct Policy

1. Policy Statement

Guru Nanak Institute of Global Studies (GNI) is committed to maintaining a safe, respectful, and inclusive environment free from sexual violence and misconduct.

Every member of the GNI community—students, employees, contractors, and visitors—has the right to live, study, and work without fear of sexual harassment, assault, coercion, or discrimination.

Sexual violence and misconduct are violations of personal integrity and human dignity and are incompatible with the principles of equality, compassion, and justice that guide GNI’s mission. This policy establishes clear prevention, reporting, response, and support mechanisms consistent with BC law.

2. Purpose

This policy aims to:

1. Prevent sexual violence and misconduct through education, awareness, and training.
2. Provide safe, accessible, and trauma-informed reporting and disclosure options.
3. Ensure prompt, fair, and confidential responses to all reports.
4. Support survivors/survivor-centred processes that prioritize wellbeing, dignity, and choice.
5. Meet the statutory obligations of the *Sexual Violence and Misconduct Policy Act* (2016).

3. Scope and Application

This policy applies to:

- All members of the GNI community—students, faculty, staff, administrators, contractors, and visitors.
- All GNI-related activities, including on-campus, off-campus, online, or affiliated events.
- Conduct that occurs off-campus but adversely affects a member of the GNI community or its learning environment.

4. Definitions

- **Sexual Violence:** Any sexual act or attempt to obtain a sexual act by violence, coercion, or manipulation; includes sexual assault, harassment, stalking, voyeurism, or distribution of images without consent.
- **Sexual Misconduct:** Any unwanted behaviour of a sexual nature that violates another person’s dignity or security, whether physical, verbal, or digital.
- **Consent:** Freely given, informed, reversible, enthusiastic, and specific agreement to engage in sexual activity. Silence or lack of resistance is not consent.
- **Disclosure:** Sharing information about an experience of sexual violence for the purpose of seeking support, without necessarily initiating an investigation.
- **Report (Formal Complaint):** A statement of alleged sexual violence requesting formal review or investigation by GNI.
- **Complainant:** Person who experienced or reports sexual violence or misconduct.
- **Respondent:** Person alleged to have committed the act.
- **Trauma-Informed Approach:** A framework recognizing the physical, emotional, and psychological impacts of trauma and emphasizing safety, trust, and empowerment.

5. Principles

1. **Survivor-Centred Response:** The needs and choices of survivors guide all institutional actions.
2. **Confidentiality:** Information shared is kept confidential except when required by law or to protect safety.
3. **Non-Retaliation:** No person shall face reprisal for making a good-faith disclosure or report.
4. **Fairness and Due Process:** All parties receive equitable treatment and procedural fairness.
5. **Cultural and Gender Sensitivity:** Responses respect diversity, identity, and intersectionality.
6. **Accountability:** GNI ensures all reports are handled transparently and in compliance with provincial law.

6. Roles and Responsibilities

Role/Office	Responsibility
President	Ensures compliance with legislation and policy effectiveness.
Vice-President, Academic & Quality Assurance (VPAQA)	Oversees implementation, investigation oversight, and annual reporting.
Sexual Violence Response Coordinator (SVRC)	Designated first point of contact for disclosures, safety planning, and referrals.
Human Resources / Student Services	Support employees or students respectively; coordinate accommodations.
Faculty & Staff	Attend annual training; refer any disclosure to the SVRC within 24 hours.
Security / Campus Safety	Respond to immediate threats and liaise with police if required.

7. Prevention and Education

1. **Mandatory Training:**
 - Annual online and in-person workshops for students, staff, and faculty on consent, bystander intervention, and reporting processes.
2. **Awareness Campaigns:**
 - Posters, digital materials, and orientation sessions each semester.
3. **Curricular Integration:**
 - Incorporation of ethics, respect, and personal safety themes into general education courses.
4. **Partnerships:**
 - Collaboration with community organizations such as *Surrey Women's Centre* and *VictimLink BC (1-800-563-0808)*.

8. Reporting and Disclosure Options

8.1 Disclosure

- Survivors may choose to disclose an incident to the **SVRC**, a **faculty member**, or **Student Services** for the purpose of receiving support only.
- Disclosures are not formal complaints and will not trigger an investigation unless requested by the survivor.
- Supports may include academic accommodations, safety planning, counselling referrals, or changes to housing/class schedule.

8.2 Formal Report

- Reports can be filed in writing or verbally with the **SVRC** or **VPAQA**.
- Reports are acknowledged within **3 business days** and reviewed within **10 business days**.
- The complainant determines whether to proceed with:
 1. **Internal investigation**,
 2. **Alternative resolution**, or
 3. **Referral to police**.

9. Investigation Procedure

1. **Investigator Appointment:** The VPAQA appoints a trained internal or external investigator within 10 business days of report acceptance.
2. **Notice:** Both complainant and respondent receive written notice of allegations, process, and timelines.
3. **Interim Measures:** May include no-contact orders, course changes, or leave of absence to ensure safety.
4. **Investigation:** Interviews, document review, and analysis conducted under trauma-informed principles.

5. **Findings:** Investigation concluded within 60 business days, followed by written outcome summary.
6. **Appeal:** Either party may appeal procedural fairness to the **President** within 15 business days.

10. Supports and Accommodations

- **Immediate Safety:** Campus Security or 911 for emergencies.
- **Medical Care:** Referral to local hospitals or community clinics.
- **Counselling:** Access to licensed counsellors through Student Services or external partners.
- **Academic Accommodations:** Deferred exams, class changes, extensions coordinated via Student Services.
- **Employment Supports:** Modified duties or leave for affected employees.
- **Spiritual Support:** Optional access to faith-based advisors or community leaders.

All accommodations are survivor-driven and respect confidentiality.

11. Confidentiality and Records

- Information about disclosures or reports is stored securely and accessible only to authorized personnel.
- Records retained for **seven (7) years** in accordance with *FOIPPA (BC)*.
- Statistical data reported annually without identifying details.

12. Non-Retaliation and Protection from Reprisal

No student or employee shall be penalized, dismissed, or denied services for disclosing or reporting sexual violence or misconduct in good faith.

Any act of retaliation will result in disciplinary action up to and including termination or expulsion.

13. False or Malicious Reports

Knowingly submitting a false or malicious report constitutes a breach of institutional integrity and may result in disciplinary measures.

This clause does not apply to reports made in good faith that are later unsubstantiated.

14. Review and Accountability

1. **Annual Report:** The VPAQA submits a summary (number of disclosures, actions taken, education initiatives) to the **Board of Directors** each fiscal year.
2. **Triennial Review:** This policy must be reviewed at least once every three years, in consultation with students, staff, and community organizations, as mandated by Section 4 of the *Sexual Violence and Misconduct Policy Act (BC)*.

3. **Public Availability:** The policy and resources are posted on the GNI website and distributed during orientation.

15. Related Policies and References

- Mental Health & Wellbeing Policy (SP-025)
- Accessibility & Accommodation Policy (SP-017)
- Student Code of Conduct (SP-011)
- Privacy and Data Protection Policy (ADM-026)
- *Sexual Violence and Misconduct Policy Act* (SBC 2016, c.23)
- *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c.165)

16. Approval and Implementation

Approved by the **Board of Directors of Guru Nanak Institute of Global Studies** on the recommendation of the **Academic Council**, effective [Insert Date].
Implementation is the responsibility of the **Vice-President, Academic & Quality Assurance**, supported by the **Sexual Violence Response Coordinator** and **Human Resources**.

Appendix A – Key Contact Information (BC & GNI Resources)

Resource	Type	Contact
GNI Sexual Violence Response Coordinator	Primary Contact	HR@gurunanakinstitute.ca 778-298-1469
GNI Student Services	Academic & Counselling Support	ea@gurunanakinstitute.ca
GNI Campus Security	24-Hour Safety	info@gurunanakinstitutue.ca
VictimLink BC	24/7 Crisis Line	1-800-563-0808
Surrey Women’s Centre	Medical & Legal Advocacy	604-583-1295
Here2Talk	24/7 Student Counselling	1-877-857-3397
Fraser Health Crisis Line	Immediate Crisis Support	604-951-8855
BC Police Emergency	Emergency Response	911