P11 Sexual misconduct prevention and response

Effective date: November 1, 2026.

Purpose and Scope

Canadian Aviation College (CAC) is committed to fostering a safe, respectful, and inclusive learning environment, free from Sexual Misconduct. This policy outlines CAC's proactive approach to preventing Sexual Misconduct, providing compassionate support to students affected, and ensuring clear, fair response procedures.

This policy applies to all students enrolled at CAC.

Policy Commitments

CAC commits to:

Preventing Sexual Misconduct through awareness, education, and training.

Promoting a culture of Consent and mutual respect among students.

Supporting students affected by Sexual Misconduct with dignity and compassion.

Providing fair and transparent processes for addressing Complaints and Disclosures.

Ensuring confidentiality to the extent permitted by law.

Definitions

Key terms under this policy include:

Sexual Misconduct: Includes sexual assault, sexual exploitation, harassment, stalking, indecent exposure, voyeurism, distribution of explicit materials without consent, attempts or threats of such acts.

Consent: Active, direct, voluntary, unimpaired, and can be withdrawn at any time.

Disclosure: Informing CAC of an incident for support purposes, without initiating an investigation.

Complaint: A formal request for CAC to investigate an incident of Sexual Misconduct.

No-Contact Direction: A directive to prevent interaction between individuals.

No-Contact Undertaking: A mutual agreement to refrain from contact.

For full definitions, refer to the "CAC Student Sexual Misconduct Definitions & Process Guide." CAC encourages all students to report incidents of Sexual Misconduct.

There are two pathways for reporting:

What to Do If You Experience or Witness Sexual Misconduct

A. Disclosure (Seeking Support Only) What is it? Informing CAC about an incident of Sexual Misconduct to access support, without initiating a formal complaint or investigation.

How to Disclose:

Contact an instructor or Bote Sha, CFI, at sha@cacbc.ca. If the concern involves Bote, contact Alano at studentservice@cacbc.ca.

Supports Available:

Academic accommodation (e.g., flexible deadlines, rescheduling).

Referrals to counselling and medical services.

Safety planning and interim measures (e.g., No-Contact Directions).

B. Formal Complaint (Initiating an Investigation) What is it? A verbal or written report requesting CAC to investigate and address an incident of Sexual Misconduct.

How to File a Complaint:

Submit to Bote Sha, CFI, at sha@cacbc.ca. If Bote is absent or named in the complaint, submit directly to Alano at studentservice@cacbc.ca.

A Disclosure can be escalated to a Complaint at any time.

Process Overview:

CAC will review the complaint with procedural fairness.

Interim safety measures will be put in place as needed.

Both parties will be informed of investigation outcomes.

Outcomes may include disciplinary actions such as suspension or dismissal, consistent with CAC's Disciplinary and Dismissal Policies.

Interim Measures Academic Accommodations

CAC may implement interim measures to protect students' safety and academic progress during a Disclosure or Complaint process. These may include:

No-Contact Directions or Undertakings.

Adjustments to class schedules or training groups.

Academic accommodation (e.g., deadline extensions, alternative assignments).

Temporary leave of absence with academic support.

Confidentiality Privacy

CAC will protect the confidentiality of all students involved, disclosing information only:

When necessary to protect health and safety.

As required by law.

With consent of the student concerned.

All reports will be handled sensitively, respecting privacy while ensuring appropriate action is taken.

External Reporting Options

Students have the right to pursue criminal or civil legal action, whether or not they file a Complaint with CAC. CAC will support students wishing to:

Contact the Royal Canadian Mounted Police (RCMP).

Access external counselling or victim support services.

Non Retaliation

CAC strictly prohibits retaliation against any student who discloses or reports Sexual Misconduct in good faith.

Education and Prevention Initiatives

CAC will provide regular education, awareness training, and prevention programs to:

Promote a culture of Consent.

Equip students to recognize and address Sexual Misconduct.

Policy Review

This policy will be reviewed annually to ensure alignment with best practices, legislative requirements, and student needs.

For related policies and resources, refer to:

CAC Student Code of Conduct & Rights Policy CAC Student Statement of Rights CAC Dismissal Policy CAC Student Grievance/ Dispute Resolution Policy CAC Alcohol and Drug Use Policy CAC Student Sexual Misconduct Definitions & Process Guide For support, contact Bote at sha@cacbc.ca, or Alano at studentservice@cacbc.ca if the concern involves Bote.

Bote coordinates student support and interim academic arrangements. Alano coordinates unresolved concerns through the existing complaint mechanism and maintains administrative records. An involved person must not investigate or reconsider their own conduct. Where the normal recipient is involved, route the matter to the alternate named in the existing complaint policy. Bote coordinates prevention content in orientation. Formal complaint timelines, representation and written reasons follow the dispute resolution policy; a student may seek support without initiating a formal complaint. All records are retained securely in EMS with access restricted to those who need them for the authorised response.