



Bullying, Harassment, and Discrimination Policy

Effective Date: **January 1st, 2025**

1. Policy Statement

Canadian Southwestern College (CSC) is committed to providing a safe, respectful, and inclusive learning environment, free from bullying, harassment, and discrimination. This policy applies to all students, staff, faculty, and visitors of CSC. Any form of bullying, harassment, or discrimination will not be tolerated. Retaliation against individuals who report such incidents is strictly prohibited.

2. Definitions

- **Bullying:** Repeated, persistent, and aggressive behavior that is intended to cause fear, distress, or harm to another person's body, feelings, self-esteem, or reputation. This includes physical, verbal, social, and cyberbullying.
- **Harassment:** Unwelcome conduct—including verbal, physical, or written—that demeans, humiliates, or threatens an individual or group. This includes sexual harassment and harassment based on race, gender, religion, disability, or any protected characteristic under BC Human Rights legislation.
- **Discrimination:** Any unfair treatment of an individual based on characteristics such as race, gender, age, religion, sexual orientation, or disability that creates an unequal or hostile environment.

3. Reporting and Complaint Procedure

1. **Informal Resolution:** Individuals are encouraged to resolve minor concerns by addressing the issue directly with the involved party, where possible and safe to do so.
2. **Formal Complaint:** If the issue is not resolved, the complainant must submit a written complaint to the Director of Student Affairs. If the Director of Student Affairs is absent or implicated in the complaint, the Program Director will handle the complaint.

3. Investigation Process:

- CSC will conduct an investigation within 30 business days of receiving a formal complaint.
- The complainant, respondent, and any witnesses may be interviewed.
- Confidentiality will be maintained throughout the investigation process.

4. Resolution and Outcome:



- If the complaint is substantiated, appropriate corrective action will be taken. This may include mediation, disciplinary action, suspension, or dismissal, depending on the severity of the misconduct.
- A written summary of the findings will be provided to the complainant and respondent.

4. Appeal Process

If the complainant is dissatisfied with the resolution, they may escalate the complaint to the CSC Arbitration Committee for further review.

If still unresolved, students enrolled in an approved program can file a complaint with the Private Training Institutions Branch (PTIB) at www.privatetraininginstitutions.gov.bc.ca.

If appropriate, complaints may also be directed to the BC Ombudsperson for independent review and resolution. More information can be found at www.bcombudsperson.ca.

5. Protection Against Retaliation

CSC strictly prohibits retaliation against any individual who, in good faith, reports bullying, harassment, or discrimination. Any form of retaliation will be subject to disciplinary action.

6. Record Keeping and Confidentiality

All complaints, investigations, and outcomes will be documented and securely stored by CSC. Access to these records will be restricted to authorized personnel only.

7. Policy Review and Updates

This policy will be reviewed annually to ensure compliance with BC PTIB regulations and any applicable laws. Updates will be communicated to all students and staff.

For more information or to report an incident, contact the Director of Student Affairs, James Teng, at 604-279-5713 or info@canadiansouthwesterncollege.ca