



## Harassment & Anti-Racism Policy

Vancoderm Academy Institute  
Harassment & Anti-Racism Policy  
Effective Date: March 2026  
Policy Number: VA-HR-002

### 1. Purpose

Vancoderm Academy (“the Academy”) is committed to maintaining a respectful, safe, inclusive, and equitable learning and working environments for all students, staff, faculty, contractors, volunteers, and visitors. This policy is intended to:

- Prevent and address harassment, discrimination, and racism in all forms.
- Support a culture of dignity, respect, and fairness.
- Provide clear procedures for reporting, investigating, and resolving concerns;
- Ensure compliance with the **British Columbia Human Rights Code**, applicable federal and provincial law, and regulatory expectations for PTIRU-certified private training institutions.

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### 2. Scope

This policy applies to all members of the Academy community, including:

- Students (full-time, part-time, domestic, and international)
- Faculty and instructional staff
- Administrative and support staff
- Contractors, volunteers, and guests

It covers conduct that occurs:

- On Academy premises (classrooms, labs, common areas)
- During Academy-sponsored activities, practicums, and events
- In online learning and communication environments
- Off-campus conduct that negatively affects the learning or working environment

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### 3. Definitions

#### 3.1 Harassment



## Harassment & Anti-Racism Policy

Harassment means any **unwelcome conduct** (verbal, physical, written, online) that:

- A person knows, or reasonably ought to know, is offensive, humiliating, intimidating, or demeaning; and
- Is based on a prohibited ground such as race, ancestry, place of origin, colour, religion, sex, gender identity/expression, sexual orientation, age, family status, disability, or other protected characteristics under the **BC Human Rights Code**.

Examples include insults, threats, slurs, jokes, gestures, or behaviours that create a hostile learning/working environment.

### 3.2 Racism

Racism includes:

- Actions, comments, or practices that express prejudice or discrimination based on a person's race, ethnicity, colour, place of origin, or cultural background;
- Systemic, institutional, or individual practices that lead to unequal access, disadvantage, or exclusion.

### 3.3 Discrimination

Discrimination refers to **unequal treatment** of an individual or group because of one or more protected characteristics under the **BC Human Rights Code**.

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## 4. Policy Statement

The Academy strictly prohibits:

1. **Harassment**, whether verbal, written, electronic, or physical.
2. **Racist conduct**, including stereotyping, slurs, exclusion, or discriminatory practices.
3. **Discrimination** based on any protected characteristic under the BC Human Rights Code.
4. **Retaliation** against anyone who reports concerns or participates in investigations.



## **Harassment & Anti-Racism Policy**

All members of the Academy community are entitled to dignity, respect, and the full and equal enjoyment of educational opportunities.

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### **5. Responsibilities**

#### **5.1 Academy Responsibilities**

- Promote respectful, inclusive behaviours and environments;
- Communicate this policy and related obligations to all community members;
- Provide training and awareness activities on harassment and anti-racism;
- Respond promptly, fairly, and confidentially to reports in accordance with this policy;
- Ensure reporting and investigation procedures meet legal and regulatory requirements.

#### **5.2 Individual Responsibilities**

All members must:

- Treat others with respect and dignity;
  - Refrain from engaging in harassment, discrimination, or racist conduct;
  - Report incidents promptly when experienced or observed;
  - Cooperate in investigations.
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### **6. Reporting Procedures**

Individuals who experience or witness harassment or racism are encouraged to report the incident to:

- Campus Director;
  - Senior Education Administrator (SEA); or
  - Designated institutional contact.
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## Harassment & Anti-Racism Policy

Reports may be **written, verbal, or electronic**, but written reports are preferred for clarity.

**Confidentiality:** The Academy will maintain confidentiality to the extent possible, sharing information only with those directly involved in resolving the matter.

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### 7. Investigation Process

1. A designated investigator or panel will promptly review all credible reports.
2. The complainant and respondent will be given opportunities to provide information.
3. Investigations will be **impartial, thorough, and timely**.
4. Outcomes and resolutions will be communicated in writing to the parties involved.

Possible outcomes include:

- Informal resolution (e.g., facilitated dialogue, mediation);
  - Formal corrective measures (warnings, training);
  - Academic or workplace sanctions (suspension, dismissal, expulsion).
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### 8. Protection from Retaliation

Anyone who reports concerns or participates in an investigation in good faith is protected against retaliation. Acts of retaliation will be treated as a serious violation of this policy.

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### 9. Support and Resources

The Academy will offer support services to affected individuals, which may include:

- Academic accommodations;
  - Referrals to counselling or external support services;
  - Safety planning or interim protective measures.
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## Harassment & Anti-Racism Policy

### 10. Training and Awareness

The Academy will provide regular training for staff, faculty, and students on:

- Recognizing harassment and racist conduct;
  - Reporting procedures;
  - Responsibilities under this policy.
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### 11. Review and Updates

This policy will be reviewed annually and updated as needed to remain compliant with:

- PTIRU regulatory expectations.
  - The BC Human Rights Code;
  - Relevant provincial and federal laws.
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### 12. Related Legislation & Resources

- **British Columbia Human Rights Code**
- **Private Training Institutions Regulatory Unit (PTIRU)** standards and certification requirements

Approved By:  
Vancoderm Academy  
Directors  
Date: March 02, 2026