

Sexual Violence and Misconduct Policy

NorthBridge College (NBBT College)

Website: NBBTCollege.ca

Location: Moncton, New Brunswick, Canada

Compliance: Private Occupational Training Act (P-16.1) and Regulation 84-207, New Brunswick

Policy Title: Sexual Violence and Misconduct Policy

Approved by: Executive Director / College Administration

Effective Date: Aug.2026

Next Review Date: On or Before 31. Dec.2029

1. Background & Purpose

NorthBridge College (NBBT College) is a **private career college** operating under the **Private Occupational Training Act (P-16.1)** of New Brunswick, Canada. As a private institution, we are committed to providing a safe, respectful, and inclusive learning environment free from sexual violence, sexual misconduct, and sexual harassment.

This policy is **mandatory** for institutions to ensure a safe learning environment free from sexual misconduct and harassment. It establishes clear definitions, reporting procedures, support services, and investigation processes for incidents of sexual violence and misconduct at NorthBridge College.

While **Regulation 84-207** does not explicitly prescribe a sexual violence policy, the 2024 legislative amendments to the Private Occupational Training Act emphasize enhanced student protections and the establishment of safe learning environments. Additionally, this policy aligns with broader provincial and federal obligations, including human rights legislation and occupational health and safety requirements. This policy is submitted as part of the College's commitment to student safety and may be referenced under the broader institutional policies required by **Regulation 84-207, Section 3.1(1)(a)(vii)**, which requires training organizations to submit policies that support student welfare, safety, and educational outcomes.

2. Scope

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

- All currently enrolled students
- All employees (faculty, staff, administrators, contractors)
- All visitors, guests, and third parties on College premises or participating in College activities
- All College-sponsored events, activities, and programs (on or off campus)
- All online learning environments and digital platforms used by the College

2.1 Jurisdiction

This policy applies to incidents that occur:

- On College premises (including classrooms, offices, common areas, and online learning platforms)
 - At College-sponsored events or activities (including work placements, field trips, and social events)
 - In the context of College programs or activities, even if off-campus
 - In online or digital environments associated with the College (e.g., learning management systems, email, social media groups)
-

3. Definitions

3.1 Sexual Violence

Sexual violence means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent.

Sexual violence includes but is not limited to:

- Sexual assault
- Sexual harassment
- Sexual exploitation
- Stalking of a sexual nature
- Indecent exposure
- Voyeurism
- Distribution of intimate images without consent
- Sexually explicit comments or behaviour that is unwelcome

3.2 Sexual Consent

Consent means the voluntary agreement to engage in a sexual activity.

Key principles of consent:

- Consent must be **voluntary** and cannot be obtained through coercion, threats, manipulation, or abuse of power
- Consent must be **ongoing** and can be withdrawn at any time
- Consent to one sexual activity does not imply consent to other sexual activities
- Consent cannot be given if a person is:
 - Unconscious or asleep
 - Incapacitated due to alcohol or drugs
 - Under the age of 16 (age of consent under Canadian law)
 - In a position of dependency, trust, or authority over the other person
- Consent cannot be obtained through **abuse of power** or **authority**
- **Silence or lack of resistance does not constitute consent**

3.3 Sexual Assault

Sexual assault means any unwanted sexual contact or behaviour that is committed without consent. This includes:

- Unwanted touching, grabbing, or kissing
- Forced sexual intercourse or sexual acts
- Attempted sexual assault
- Any sexual activity where consent is not given or cannot be given

3.4 Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a person's education or employment
- Submission to or rejection of such conduct is used as a basis for academic or employment decisions
- Such conduct has the purpose or effect of unreasonably interfering with a person's academic or work performance or creating an intimidating, hostile, or offensive learning or working environment

Examples of sexual harassment include:

- Unwelcome sexual comments, jokes, or gestures
- Displaying sexually explicit or suggestive images or materials

- Unwelcome physical contact (e.g., touching, hugging, kissing)
- Unwelcome sexual advances or propositions
- Questions or discussions about a person's sexual activities or history
- Spreading sexual rumours about a person
- Stalking or cyberstalking of a sexual nature

3.5 Sexual Exploitation

Sexual exploitation means taking advantage of another person's sexuality or sexual activity without consent for personal benefit, profit, or gratification. This includes:

- Using position of authority or power to obtain sexual favours
- Recruiting or facilitating sexual activities involving another person
- Profiting from another person's sexual activities
- Recording or distributing intimate images without consent

3.6 Stalking

Stalking means a pattern of repeated, unwanted attention and contact that causes fear or concern for one's own safety or the safety of others. When stalking is of a sexual nature, it may include:

- Repeated unwanted phone calls, text messages, or emails
- Following or watching a person
- Showing up uninvited at a person's home, workplace, or school
- Posting or sharing information about a person online without consent
- Making threats or engaging in intimidating behaviour

3.7 Intimate Image Distribution

Intimate image distribution means sharing or distributing sexually explicit or intimate images or videos of a person without their consent. This includes:

- "Revenge porn" (sharing intimate images after a relationship ends)
- Sharing intimate images without the person's knowledge or permission
- Threatening to share intimate images to coerce or control a person

3.8 Survivor

Survivor means a person who has experienced sexual violence, sexual misconduct, or sexual harassment. This policy uses the term "survivor" to acknowledge the strength and resilience of those who have experienced sexual violence, while recognizing that individuals may use different terms to describe themselves (e.g., victim, complainant).

3.9 Respondent

Respondent means a person who is alleged to have committed sexual violence, sexual misconduct, or sexual harassment.

4. Statement of Commitment

NorthBridge College is committed to:

4.1 Zero Tolerance

- Maintaining a **zero tolerance** approach to sexual violence, sexual misconduct, and sexual harassment
- Ensuring that all members of the College community understand that sexual violence is never acceptable and will not be tolerated
- Taking all reports of sexual violence seriously and responding promptly and effectively

4.2 Safe Learning Environment

- Providing a safe, respectful, and inclusive learning environment free from sexual violence and harassment
- Ensuring that all students, staff, and visitors can participate fully in college life without fear of sexual violence
- Promoting a culture of respect, consent, and bystander intervention

4.3 Survivor-Centred Approach

- Placing the **needs, safety, and well-being of survivors** at the centre of all responses to sexual violence
- Providing survivors with choice, control, and support throughout the reporting and resolution process
- Ensuring that survivors are not re-traumatized by institutional processes
- Respecting survivors' decisions about whether and how to report

4.4 Fair Process for All Parties

- Ensuring that both survivors and respondents are treated fairly and with dignity throughout the process
- Providing both parties with access to support services and procedural accommodations
- Conducting investigations in a thorough, impartial, and timely manner
- Maintaining confidentiality to the extent possible while ensuring a fair process

4.5 Education and Prevention

- Providing mandatory education and training on sexual violence, consent, and healthy relationships for all students and staff
- Promoting bystander intervention and community responsibility for preventing sexual violence
- Regularly reviewing and updating this policy to reflect best practices and legal requirements

5. Disclosure and Reporting

5.1 Making a Disclosure

A **disclosure** is when a survivor shares information about their experience of sexual violence with another person. Survivors may disclose to:

- A trusted friend, family member, or peer
- A faculty or staff member
- The Sexual Violence Response Coordinator (if designated)
- A counsellor or healthcare provider
- Law enforcement

Important: Survivors are **not required** to make a formal report to the College or to law enforcement. The decision to report is entirely the survivor's choice.

5.2 Making a Formal Report

A **formal report** is a written or verbal complaint submitted to the College alleging that sexual violence, sexual misconduct, or sexual harassment has occurred.

Who Can Report:

- Survivors themselves
- Third parties (e.g., friends, witnesses, family members) on behalf of a survivor (with the survivor's consent, if possible)
- College staff or faculty who become aware of sexual violence (mandatory reporting may apply in some circumstances)

How to Report:

Reports can be submitted through the following methods:

- **In Person:** Visit the College office at 196 Robinson Street, 3rd Floor, Moncton, NB
- **By Email:** [Insert College Email for Sexual Violence Reports]
- **By Phone:** [Insert College Phone Number]
- **Online Form:** [Insert Link to Online Reporting Form, if available]
- **By Mail:**
Sexual Violence Response Coordinator
NorthBridge College (NBBT College)
196 Robinson Street, 3rd Floor
Moncton, New Brunswick E1C 5C4

Information to Include in a Report:

- Name and contact information of the person making the report (can be anonymous if preferred)
- Name of the survivor (if different from the person reporting)
- Name of the respondent (if known)
- Date(s), time(s), and location(s) of the incident(s)
- Description of what happened
- Names of any witnesses (if applicable)
- Any supporting documentation or evidence (e.g., emails, text messages, photos)
- Desired outcome or resolution (if any)

5.3 Anonymous Reporting

Survivors and third parties may submit **anonymous reports** if they prefer not to disclose their identity. However, anonymous reports may limit the College's ability to investigate and respond effectively.

- Anonymous reports can be submitted through the online reporting form or by mail
- The College will still review anonymous reports and may take action based on the information provided
- If the anonymous report includes sufficient details, the College may be able to investigate without identifying the survivor

5.4 Mandatory Reporting by Staff

Certain College staff may have **mandatory reporting obligations** in specific circumstances:

- **Child Protection:** If the incident involves a person under 19 years of age, staff must report to the Department of Social Development under the Family Services Act
- **Threat to Safety:** If there is an imminent threat to the safety of the survivor or others, staff may be required to report to law enforcement or other authorities
- **Professional Obligations:** Certain staff (e.g., counsellors, healthcare providers) may have professional or legal obligations to report in specific circumstances

Staff members should inform survivors of their reporting obligations at the outset of any conversation about sexual violence.

5.5 Timeline for Reporting

- There is **no time limit** for reporting sexual violence to the College
- Survivors may report at any time, even years after the incident(s) occurred
- However, delays in reporting may affect the College's ability to investigate and gather evidence

- For incidents involving current students or employees, prompt reporting is encouraged to ensure timely resolution

6. Immediate Response and Support

6.1 Emergency Response

If you are in immediate danger or need emergency assistance:

- **Call 911** for police, fire, or ambulance
- **Go to the nearest hospital** emergency department (ED) and ask for the Sexual Assault Nurse Examiner (SANE) or call ahead to the ED to schedule an appointment or speak to a SANE nurse
- **Contact local sexual assault crisis centre:** 1-844-853—0811 Available 224/7
- **Campus Security** (if available): [Insert Security Phone Number]

6.2 Medical Care

Survivors are encouraged to seek medical attention as soon as possible after an incident of sexual violence, even if they do not have visible injuries.

Medical services may include:

- Treatment for injuries
- Testing and treatment for sexually transmitted infections (STIs)
- Emergency contraception to prevent pregnancy
- Forensic examination (sexual assault evidence kit) if considering criminal charges

Where to Go:

- **Hospital Emergency Department:** The Moncton Hospital, 135 MacBeath Ave., Moncton, NB
- **Sexual Assault Nurse Examiner (SANE) Program:** Available at designated NB hospitals [SANE Program](#)
- **Walk-in Clinic or Family Doctor:** For non-emergency medical care

Important: If a survivor is considering a forensic examination, they should avoid:

- Showering or bathing
- Brushing teeth or using mouthwash
- Changing clothes (or place clothes in a paper bag, not plastic)
- Eating or drinking (if oral contact occurred)

This helps preserve potential evidence for criminal investigations.

6.3 Counselling and Emotional Support

Survivors have access to free, confidential counselling and emotional support:

College-Provided Support:

- **College Counsellor**
- **Sexual Violence Response Coordinator**
- **Academic Advisor or Student Services:**

External Support:

- **Local Sexual Assault Crisis Centre:** Jade Centre 1-844-853-0811 (24/7)
- **Provincial Sexual Violence Helpline:** 1-506-454-0437 Support Line available from 5:00 PM to 8:00 AM 7 days a week: (available in New Brunswick)
- **Fredericton Sexual Assault Crisis Centre:** Crisis Line 1-506-454-0437
- **National Sexual Assault Helpline:** 1-833-900-1010 (Canadian Association of Sexual Assault Centres)
- **Talk Suicide Canada:** 1-833-456-4566 (for crisis support)

- **Kids Help Phone** (for youth under 20): 1-800-668-6868 or text CONNECT to 686868

Counselling Services:

- Short-term counselling is available through the College (if employed)
- Long-term counselling referrals to community mental health agencies, psychologists, or psychiatrists
- Trauma-informed counselling specializing in sexual violence
- Group counselling or support groups for survivors

6.4 Academic and Workplace Accommodations

Survivors may request academic or workplace accommodations to support their safety, well-being, and academic success.

Academic Accommodations may include:

- Extensions on assignments or exams
- Rescheduling of exams or presentations
- Permission to withdraw from a course without academic penalty
- Change of class section or instructor (if the respondent is in the same class)
- Leave of absence or deferral of studies
- Remote learning options (if available)
- Note-taking assistance or recorded lectures
- Flexible attendance requirements

Workplace Accommodations (for student employees or staff):

- Change of work schedule or location
- Leave of absence with pay or unpaid leave
- Reassignment to different duties or supervisor
- No-contact orders with the respondent in the workplace

How to Request Accommodations:

- Contact the **Sexual Violence Response Coordinator, Academic Advisor, or Executive Director**
- Provide information about the incident and how it is affecting your studies or work (detailed disclosure is not required)
- Work with the College to develop an individualized accommodation plan
- Accommodations will be implemented as quickly as possible, typically within **5 business days**

Confidentiality:

- Accommodation requests will be kept confidential to the extent possible
- Information will only be shared with those who need to know to implement the accommodations
- The survivor's consent will be obtained before sharing information with the respondent or other parties

6.5 No-Contact Orders

Survivors may request a **no-contact order** to prohibit the respondent from having any contact with them.

No-Contact Order may include:

- Prohibition on direct or indirect contact (in person, by phone, email, social media, etc.)
- Prohibition on approaching the survivor's residence, workplace, or classroom
- Prohibition on having third parties contact the survivor on the respondent's behalf
- Other restrictions as necessary to ensure the survivor's safety

Process:

- Survivor submits a written request for a no-contact order to the Sexual Violence Response Coordinator or Executive Director
- The College will review the request and may issue an **interim no-contact order** immediately if there is a safety concern
- A formal hearing may be held to determine if a **long-term no-contact order** should be issued
- Violation of a no-contact order is a serious offence and may result in disciplinary action, up to and including expulsion or termination

6.6 Safety Planning

Survivors may work with the Sexual Violence Response Coordinator or a counsellor to develop a **safety plan** to reduce risk and increase safety.

Safety Plan may include:

- Strategies for avoiding contact with the respondent
- Emergency contacts and safe places to go
- Changes to daily routines or travel routes
- Security measures (e.g., changing locks, installing security systems)
- Communication with law enforcement or security services
- Support network identification (friends, family, neighbours who can help)

7. Investigation and Resolution Process

7.1 Initial Assessment

Upon receiving a report of sexual violence, the College will conduct an **initial assessment** to determine:

- Whether the alleged conduct falls within the scope of this policy
- Whether there is an immediate safety concern requiring interim measures
- Whether the survivor wishes to proceed with a formal investigation
- Whether the matter should be referred to law enforcement
- Whether there are mandatory reporting obligations (e.g., child protection)

Timeline:

- Initial assessment will be completed within **5 business days** of receiving the report
- The survivor will be notified of the outcome of the initial assessment in writing

7.2 Interim Measures

Pending the outcome of the investigation, the College may implement **interim measures** to ensure the safety and well-being of the survivor and the College community.

Interim Measures may include:

- Interim no-contact orders
- Temporary suspension of the respondent (for students or employees)
- Changes to class schedules, work assignments, or living arrangements
- Increased security or monitoring
- Leave of absence for the survivor or respondent

Notice:

- Both the survivor and the respondent will be notified in writing of any interim measures
- Interim measures are not punitive and do not imply guilt or wrongdoing

7.3 Formal Investigation

If the survivor wishes to proceed with a formal investigation and the College determines that an investigation is warranted, a formal investigation will be conducted.

Investigation Process:**Step 1: Appointment of Investigator**

- The Executive Director will appoint an **Investigator** who is trained in sexual violence investigations
- The Investigator must be impartial and have no prior involvement with the parties or the incident
- If the Executive Director has a conflict of interest, an alternative senior administrator will be appointed

Step 2: Notice to Respondent

- The respondent will be provided with written notice of the allegations, including:
 - Nature of the alleged sexual violence or misconduct
 - Date(s), time(s), and location(s) of the alleged incident(s)
 - Identity of the survivor (unless anonymity is required for safety reasons)
 - Reference to this policy and the investigation process
 - Right to respond and be accompanied by a support person
- The respondent will have **5 business days** to provide a written response to the allegations

Step 3: Evidence Gathering

- The Investigator will interview the survivor, the respondent, and any witnesses
- The Investigator will review relevant documents, communications, and physical evidence
- Both parties will have an opportunity to provide evidence and suggest witnesses
- Interviews may be conducted in person, by phone, or via video conference

Step 4: Investigation Report

- The Investigator will prepare a written **Investigation Report** that includes:
 - Summary of the allegations
 - Summary of the evidence gathered
 - Findings of fact
 - Determination of whether this policy was violated (based on the **balance of probabilities** standard)
 - Recommendations for resolution or disciplinary action
- The Investigation Report will be completed within **30 business days** of the appointment of the Investigator (extensions may be granted for complex cases)

Step 5: Review and Decision

- The Investigation Report will be provided to the Executive Director for review and decision
- The Executive Director will determine appropriate resolution or disciplinary action based on the findings
- Both parties will be notified in writing of the outcome within **10 business days** of receiving the Investigation Report

7.4 Standard of Proof

The standard of proof in sexual violence investigations under this policy is the **balance of probabilities**, which means:

- It is more likely than not that the alleged sexual violence or misconduct occurred
- This is a lower standard than the criminal standard of "beyond a reasonable doubt"
- The College may find that this policy was violated even if law enforcement does not pursue criminal charges

7.5 Outcomes and Resolution

Possible outcomes of the investigation include:

If the Policy Was Violated:

- **Disciplinary Action** against the respondent, which may include:
 - Written warning or reprimand
 - Mandatory education or counselling (e.g., sexual violence prevention training, anger management)
 - Probation or conditions on continued enrolment or employment
 - Suspension for a specified period
 - Expulsion or termination of employment
 - Other appropriate sanctions
- **Remedial Measures** for the survivor, which may include:
 - Academic accommodations or adjustments
 - Counselling or support services
 - No-contact orders
 - Other measures to support the survivor's safety and well-being

If the Policy Was Not Violated:

- The complaint will be dismissed
- Both parties will be notified in writing
- Support services will continue to be available to both parties

If the Investigation is Inconclusive:

- The matter may be resolved through alternative means (e.g., mediation, restorative justice) if both parties agree
- Interim measures may be continued or modified as necessary
- Both parties will be notified in writing

7.6 Appeals

Both the survivor and the respondent have the right to appeal the outcome of the investigation.

Grounds for Appeal:

- Procedural error that affected the fairness of the investigation
- New evidence that was not available during the investigation
- The outcome is unreasonable or disproportionate to the findings
- Bias or conflict of interest on the part of the Investigator or decision-maker

Appeal Process:

- Appeals must be submitted in writing within **10 business days** of receiving the outcome letter
- Appeals must specify the grounds for appeal and provide supporting documentation
- An **Appeals Officer** will be appointed to review the appeal
- The Appeals Officer will make a decision within **10 business days** of receiving the appeal
- The decision of the Appeals Officer is final within the College's internal process

Further Review:

- If the appeal is unsuccessful, the matter may be referred to the **Minister of Post-Secondary Education, Training and Labour** under **Section 6.8 of the Private Occupational Training Act**
- Either party may also pursue legal action through the courts or file a complaint with the **New Brunswick Human Rights Commission**

8. Disciplinary Sanctions

8.1 Disciplinary Sanctions for Students

If a student is found to have violated this policy, the following disciplinary sanctions may be imposed:

Sanction	Description
Written Warning	Formal written notice that the student's behaviour violated this policy and that further violations may result in more severe sanctions
Mandatory Education	Requirement to complete sexual violence prevention training, counselling, or educational programs
Probation	Conditional enrolment for a specified period with specific requirements (e.g., no-contact order, regular check-ins with advisor)
Suspension	Temporary removal from the College for a specified period, after which the student may apply for re-admission
Expulsion	Permanent dismissal from the College with no eligibility for re-admission
Other Sanctions	Any other appropriate sanctions (e.g., community service, restitution, loss of privileges)

8.2 Disciplinary Sanctions for Employees

If an employee is found to have violated this policy, the following disciplinary sanctions may be imposed in accordance with employment policies and applicable employment law:

Sanction	Description
Written Warning	Formal written notice that the employee's behaviour violated this policy
Mandatory Training	Requirement to complete sexual violence prevention training or counselling
Demotion or Reassignment	Change in job duties, responsibilities, or reporting structure
Suspension	Temporary suspension with or without pay
Termination	Dismissal from employment for cause
Other Sanctions	Any other appropriate sanctions in accordance with employment policies

8.3 Factors Considered in Determining Sanctions

In determining appropriate disciplinary sanctions, the College will consider:

- The nature and severity of the sexual violence or misconduct
- The impact on the survivor and the College community
- The respondent's history of similar behaviour (if any)
- Whether the respondent accepted responsibility for their actions
- Any mitigating or aggravating factors
- The need to ensure the safety of the survivor and the College community

9. Confidentiality and Privacy

9.1 Confidentiality Standards

All information related to reports of sexual violence will be handled in accordance with:

- The College's **Privacy and Confidentiality Policy**
- Applicable privacy legislation (e.g., Personal Information Protection laws)
- Professional ethics and standards (e.g., counselling, social work)

9.2 Information Sharing

Information will be shared only on a **need-to-know basis**:

- **With Consent:** Information may be shared with the survivor's consent to coordinate support services or implement accommodations
- **Without Consent:** Information may be shared without consent in the following circumstances:
 - Emergency situations where there is a threat to health or safety

- Mandatory reporting obligations (e.g., child protection)
- Legal requirements (e.g., court order, subpoena)
- Ministerial requests under POTA for compliance monitoring
- To ensure a fair investigation process (e.g., sharing allegations with the respondent)

9.3 Privacy of All Parties

Both the survivor and the respondent have the right to privacy throughout the process:

- Names and identifying information will not be disclosed to the public or media
- Both parties will be reminded of their obligation to maintain confidentiality
- Breach of confidentiality by either party may result in disciplinary action

10. Prohibition of Retaliation

10.1 Definition of Retaliation

Retaliation means any adverse action or behaviour taken against a person because they:

- Made a report of sexual violence
- Participated in an investigation as a witness
- Supported a survivor or respondent
- Opposed sexual violence or harassment

10.2 Prohibition

NorthBridge College strictly prohibits retaliation against any person who reports sexual violence or participates in the investigation and resolution process.

Retaliation includes but is not limited to:

- Intimidation, threats, or harassment
- Adverse academic or employment actions (e.g., failing grades, denial of promotions, termination)
- Social ostracism or exclusion
- Spreading rumours or false information
- Damage to property or reputation

10.3 Consequences of Retaliation

Retaliation is a serious violation of this policy and will result in disciplinary action, up to and including:

- Expulsion for students
- Termination of employment for employees
- Other appropriate sanctions

Any person who believes they have experienced retaliation should report it immediately to the Sexual Violence Response Coordinator or Executive Director.

11. Education and Prevention

11.1 Mandatory Training for Students

All students at NorthBridge College are required to complete **mandatory sexual violence prevention training** as part of orientation or within the first term of their program.

Training includes:

- Definition of sexual violence, consent, and healthy relationships
- How to recognize and respond to sexual violence
- Bystander intervention strategies
- Resources and support services available
- Reporting options and procedures

11.2 Mandatory Training for Staff and Faculty

All employees (faculty, staff, administrators) are required to complete **mandatory sexual violence prevention training** upon hire and annually thereafter.

Training includes:

- Definition of sexual violence and consent
- How to respond to disclosures of sexual violence
- Mandatory reporting obligations
- Trauma-informed approaches to supporting survivors
- Investigation and resolution procedures under this policy

11.3 Awareness Campaigns and Events

NorthBridge College will promote awareness and prevention of sexual violence through:

- **Awareness Campaigns:** During Sexual Assault Awareness Month (April) and other key times throughout the year
- **Workshops and Events:** Bystander intervention training, consent workshops, healthy relationship seminars
- **Guest Speakers:** Survivors, advocates, and experts sharing their experiences and knowledge
- **Social Media and Communications:** Regular posts, articles, and resources on sexual violence prevention
- **Partnerships:** Collaboration with local sexual assault centres, women's organizations, and community groups

11.4 Bystander Intervention

NorthBridge College promotes **bystander intervention** as a key strategy for preventing sexual violence.

Bystander Intervention Strategies:

- **Direct:** Intervene directly if it is safe to do so (e.g., "Hey, that's not okay")
- **Distract:** Create a distraction to interrupt the situation (e.g., ask for directions, spill a drink)
- **Delegate:** Get help from others (e.g., friend, security, bartender)
- **Delay:** Check in with the survivor after the fact (e.g., "Are you okay? Do you need help?")
- **Document:** Record the incident if safe to do so (for later evidence)

12. Record-Keeping and Reporting

12.1 Case Records

Under **Regulation 84-207, Section 15.1**, NorthBridge College is required to maintain records of all reported incidents of sexual violence and their resolution.

Records will include:

- Initial report or complaint
- Investigation notes and evidence
- Investigation Report and outcome
- Disciplinary sanctions imposed (if any)
- Accommodations provided to the survivor
- Any appeals and their outcomes

12.2 Record Retention

Records of sexual violence cases will be retained for a minimum period as required by the **Private Occupational Training Act** and applicable privacy legislation:

- For current students/employees: Records will be retained for the duration of enrolment/employment plus **7 years**

- For former students/employees: Records will be retained for **7 years** after departure from the College
- Records may be retained longer if required for ongoing legal proceedings or safety concerns

12.3 Annual Reporting

NorthBridge College will prepare an **annual report** on sexual violence at the College, which will include:

- Number of reports received (by type of sexual violence)
- Number of formal investigations conducted
- Outcomes of investigations (policy violated, not violated, inconclusive)
- Types of disciplinary sanctions imposed
- Number of accommodations provided to survivors
- Timeframes for resolution
- Any systemic issues or trends identified

Confidentiality:

- The annual report will not include any identifying information about survivors or respondents
- The report will be aggregated to protect privacy

Distribution:

- The annual report will be shared with the College community (students, staff, faculty)
- The report may be submitted to the **Minister of Post-Secondary Education, Training and Labour** as part of POTA compliance reporting

12.4 Reporting to the Minister

NorthBridge College may be required to submit reports to the Minister under POTA, including:

- Aggregate data on sexual violence reports and outcomes
- Any compliance issues or serious incidents
- Information on prevention and education initiatives

This information will be used by the Minister to monitor compliance and identify systemic issues across private career colleges in New Brunswick.

13. Third-Party and External Reporting

13.1 Reporting to Law Enforcement

Survivors have the right to report sexual violence to law enforcement at any time.

Police Contact:

- **Emergency:** 911
- **Non-Emergency (RCMP or Local Police):** [Insert Local Police Number]
- **Sexual Assault Unit:** [Insert Contact Information, if available]

College Support:

- The College can provide support and accompaniment to survivors who choose to report to police
- The College will cooperate with law enforcement investigations to the extent permitted by law
- The College may pause its internal investigation pending the outcome of a criminal investigation (but will not wait indefinitely)

13.2 Reporting to Professional Regulatory Bodies

If the respondent is a member of a regulated profession (e.g., nurse, teacher, social worker), the survivor may file a complaint with the relevant professional regulatory body.

Examples:

- **College of Nursing of New Brunswick**
- **New Brunswick Teachers' Association**

- **New Brunswick Association of Social Workers**

13.3 Civil Legal Action

Survivors may pursue civil legal action against the respondent for damages resulting from sexual violence.

Options:

- File a lawsuit in civil court for compensation (e.g., for pain and suffering, lost income, therapy costs)
- Seek a restraining order or peace bond through the courts
- Consult with a lawyer specializing in sexual violence or personal injury law

14. Related Policies

This policy should be read in conjunction with the following NorthBridge College (NBBT College) policies:

Policy Name	Purpose
Student Code of Conduct	Expected behaviour and community standards, including prohibition of sexual violence
Student Dismissal Policy	Grounds and procedures for dismissal, including dismissal for sexual violence
Employee Code of Conduct	Expected behaviour for employees, including prohibition of sexual violence
Privacy and Confidentiality Policy	Protection of personal information in sexual violence cases
Student Complaint Submission and Resolution Policy	Process for raising concerns about sexual violence responses
Accessibility and Accommodations Policy	Support for survivors with disabilities
Health and Safety Policy	Workplace and campus safety, including violence prevention

15. Policy Distribution and Acknowledgment

- This policy will be provided to all students **before signing the student contract** as required under **Regulation 84-207, Section 9.1**.
- All students will be required to acknowledge receipt and understanding of this policy during orientation.
- All employees will receive a copy of this policy upon hire and will be required to acknowledge receipt and understanding.
- The policy will be published on the College website (NBBTCollege.ca) and made available in the Student Handbook and Employee Handbook.
- Mandatory training on this policy will be provided to all students and employees.

16. Legislative Compliance

This policy is developed in compliance with:

- **Private Occupational Training Act (P-16.1)**, New Brunswick, particularly:
 - Section 6.8: Student complaint mechanism to the Minister
 - Section 15.1: Student record-keeping requirements
 - 2024 Legislative Amendments: Enhanced student protections and safe learning environments
- **Regulation 84-207 (General)**, New Brunswick, particularly:
 - Section 3.1(1)(a)(vii): Requirement to submit policies supporting student welfare and safety

- Section 9.1: Student contract requirements
- Section 15.1: Student record-keeping requirements
- **Human Rights Act**, New Brunswick (prohibition of sexual harassment and discrimination)
- **Occupational Health and Safety Act**, New Brunswick (violence in the workplace)
- **Criminal Code of Canada** (sexual assault, sexual exploitation, etc.)

17. Definitions

Term	Definition
Sexual Violence	Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether physical or psychological, committed without consent
Consent	The voluntary agreement to engage in a sexual activity; must be ongoing, reversible, and informed
Sexual Assault	Any unwanted sexual contact or behaviour committed without consent
Sexual Harassment	Unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment
Survivor	A person who has experienced sexual violence, sexual misconduct, or sexual harassment
Respondent	A person who is alleged to have committed sexual violence, sexual misconduct, or sexual harassment
Disclosure	When a survivor shares information about their experience of sexual violence with another person
Formal Report	A written or verbal complaint submitted to the College alleging sexual violence or misconduct
Balance of Probabilities	The standard of proof used in investigations; means it is more likely than not that the alleged conduct occurred
Retaliation	Adverse action taken against a person because they reported sexual violence or participated in the investigation process
Minister	The Minister of Post-Secondary Education, Training and Labour for the Province of New Brunswick

18. Important Note for NorthBridge College

NorthBridge College (NBBT College) is a private career college operating under the Private Occupational Training Act of New Brunswick, Canada. We are not a publicly funded or community college.

As a private institution, we have the authority and responsibility to:

- Establish comprehensive sexual violence policies and procedures within the framework of POTA and Regulation 84-207
- Provide survivor-centred support services and accommodations while maintaining fairness for all parties
- Conduct thorough, impartial investigations of sexual violence reports
- Impose appropriate disciplinary sanctions for policy violations, up to and including expulsion or termination

- Maintain confidential records of sexual violence cases as required by Regulation 84-207, Section 15.1
- Report aggregate data on sexual violence to the Minister as required under POTA
- Comply with Ministerial orders and remedial actions directed under Section 6.8 of POTA

This policy reflects our commitment to providing a safe, respectful, and inclusive learning environment free from sexual violence and misconduct while maintaining the integrity and standards of NorthBridge College as a private career college in New Brunswick, Canada.

19. Contact Information

For questions regarding this policy or to make a report of sexual violence, contact:

Sexual Violence Response Coordinator (or designated contact):

NorthBridge College (NBBT College)

Moncton, New Brunswick, Canada

Website: NBBTCollege.ca

Email: info@nbbtcollege.ca

Phone: +1-506-800-0851

24/7 Support Lines:

- **Local Sexual Assault Crisis Centre:** Jade Centre 1-844-853-0811 (24/7)
- **Provincial Sexual Violence Helpline:** 1-506-454-0437
- **National Sexual Assault Helpline:** 1-833-900-1010
- **Talk Suicide Canada:** 1-833-456-4566

Emergency:

- **Call 911** for immediate assistance

For External Complaints about Sexual Violence Responses:

Private Occupational Training Branch

Department of Post-Secondary Education, Training and Labour

Government of New Brunswick

Email: LFPSP-POTA@gnb.ca

Phone: (506) 453-2597