



Campus Code of Conduct

Pacific Rim College is diligent in its work to maintain the campus as a safe space to learn and grow in holistic health. It upholds the standard that every person has the right to be free from harassment, discrimination, and sexual misconduct.

Students, Staff and Faculty are required to use PRC's confidential incident reporting procedure, detailed below, for any occurrence they witness of this nature. This is a trauma-informed process where thoughtful consideration is engaged. You can remain anonymous throughout the reporting process.

If a claim of harassment, discrimination, or sexual misconduct that involves a known PRC Student, Staff or Faculty is proven, disciplinary measures will be applied, up to and including termination of employment or student expulsion.

Reporting Procedure

Use the Campus Incident Form (Form 596) located in the Student Portal's Reference Library, to report any direct or observed experience of inappropriate conduct within PRC Students, Faculty or Staff.

In this context 'inappropriate' means conduct or behaviour which would be considered harassment, bullying, discrimination, sexual misconduct or anything which potentially threatens safety.

Please review form 596 now and be familiar with when to use it.

Incident forms are received and reviewed in confidence by the Executive Director. You receive written confirmation within three business days of receipt if you provided your contact information. You will be asked to schedule a time to discuss the relevant incident details.

The Executive Director then reviews the incident with the Academic Dean to create joint recommendations for follow-up actions. Follow-up action planning includes assessing safety structures within the College and creating new policy when need is clearly indicated. After follow-up has been completed and documented, this final signed report is stored privately, inaccessible to staff and students. This process will be complete within thirty business days.

You can remain anonymous in reporting incidents. You can also share your contact information with the administrators but not those involved in the incident. Please note that in some cases Administrators will have a duty to report. These instances include when a minor is involved, an individual is an immediate risk to themselves or others or there is a court order. PRC's Information Officer is the Academic Dean and they have the authority to release information without consent in these circumstances. This exception would only be made in a rare circumstance.