



Harassment Policy

Alberta Bible College (ABC) is committed to a spiritually healthy, harassment-free environment for all our students, staff, and employees.

ABC has developed an institution-wide policy intended to prevent harassment of any type, including sexual harassment, of its students, faculty and staff and deal quickly and effectively with any incident that might occur. *This will be considered a workplace policy and a person protection policy.*

Definition of harassment

Harassment occurs when an individual is subjected to unwelcome and abusive verbal, *psychological* or physical conduct.

Definition of sexual harassment

Sexual Harassment means unwanted sexual advances, unwanted requests for sexual favours and other unwanted verbal, *psychological* or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, advancement or grade; or
2. submission to, or rejection of, such conduct by an individual would affect that individual's employment, advancement or grade.
3. *when such advances, requests or conduct is unwanted and is made known to be unwanted.*
4. *In the context of Alberta Bible College, sexual harassment is unacceptable and will not be tolerated. (Eph 5:3)*

A) Procedure

If you are being harassed:

1. Tell the harasser that their behaviour is unwelcome and ask them to stop.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, report the problem to one of the following individuals:
 - a. Director Student Development
 - b. Any member of the Director's Cabinet
 - c. President



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You also have the right to contact the Alberta Human Rights Commission to make a complaint of sexual harassment and you can report any incident of assault that has occurred to the police.

Dealing with a harassment complaint

1. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.
2. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension, expulsion or dismissal, and the incident will be documented in the harasser's file. No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint is upheld or not.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. Regardless of the outcome of a harassment complaint made in good faith, the individual lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers, superiors, instructors, administrators and students. This includes dismissal, demotion, unwanted transfer, and/or denial of opportunities within the college for harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

B) Responsibility of Institutional Authorities

It is the responsibility of all persons within the institution who supervise or have authority over others within the institution to take immediate and appropriate action to report or deal with incidents of harassment of any type, whether brought to their attention or personally observed.

Under no circumstances should a legitimate complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally except as provided in the above procedures.

ABC seeks to provide a safe, healthy and rewarding spiritual environment for all our students, staff and employees. Harassment will not be tolerated. If you feel that you are being harassed, contact us. We want to hear from you.

Please note: A complaint must be made to the Alberta Human Rights Commission within one year after the alleged incident. The one-year period starts the day after the date on which the incident occurred. For help calculating the one-year period, contact the Commission.



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