



Sexual Violence & Harassment Policy

PTC maintains a zero-tolerance policy for any and all acts of Sexual Violence or Harassment, which applies to all students, staff, volunteers or visitors. All members of PTC's network are encouraged to read the full Sexual Violence and Harassment Policy which is available on our website (ptcollege.com) as well in print in the Policies and Procedures binder in reception of every campus. Copies may also be emailed and printed for reference upon request.

Purpose: The purpose of this policy is to ensure all members of PTC's community have the ability to work or study in an environment that is free from any form of sexual violence. This policy outlines specifically what will not be tolerated and consequences for such actions. In addition, the policy provides information on what to do if you are experiencing or witness an act of Sexual Violence or Harassment either on or off campus.

Complaints: PTC has multiple in-house staff who may help you with a confidential and safe complaint. Members are encouraged to reach out to their local Campus Manager or Head Office to speak with senior management directly.

Individuals are not required to make a complaint to receive assistance. Contact numbers for these support services are available on our website (ptcollege.com). A full outline on PTC's formal complaint procedure is available in print at each campus.

Support Services: In addition to PTC's in-house support services, the policy outlines an extensive list of community agencies that are available for assistance. These services are also posted in the campus and staff will assist in connecting you with a suitable agency. If you are concerned for your safety, or anyone else's, please contact Police immediately.

Consequences

Progressive Training College is committed to taking all reasonable steps to ensure the students have the opportunity to successfully complete their programs. PTC has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College may be subject to penalties, up to and including expulsion.

1. Warning - in writing or verbally to the student that the student is violating the school regulations.
2. Loss of Privileges - denial of specific privileges on a permanent basis or for a designated period of time.
3. Probation - a written reprimand for violation of a specified section of the Student Code of Conduct. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any school regulations during the probationary period.
4. Suspension - separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
5. School or Campus Expulsion - permanent separation of the student from the campus or all Progressive Training College schools.

The above list is not intended to be progressive, and the College reserves the right to impose the sanction it deems appropriate.

Other than expulsion, disciplinary sanctions shall not form part of the student's permanent academic record. However, documentation of disciplinary sanction will form part of the student's confidential administrative file. If deemed appropriate, and depending on the sanction, sponsoring agencies and the student loans department may be informed of the sanction. During a suspension, a student shall be denied access to all areas of the school premises.